

East Stour Primary School Reopening: Risk Assessment for September 2021

The measures we list are based on current government guidance:

- [Guidance for full opening: schools](#)
- [Guidance for full opening: special schools](#) (this includes guidance on pupils with EHC plans that should be useful for mainstream schools as well)
- [Actions for early years and childcare providers during the coronavirus outbreak](#)
- [Actions for education settings to prepare for wider opening](#)
- [Implementing preventative measures in education settings](#)
- [Planning guide for early years and childcare settings](#)
- [Planning guide for primary schools](#)
- [Guidance for secondary school provision](#)
- [Safe working in education settings](#)

This document is to be read alongside:

- Lunchtime rota
- PPA/Cover plans
- Visitor protocols
- Fire evacuation protocols
- Behaviour policy

These documents (and this risk assessment) are updated regularly in accordance with the latest government guidance so please reread regularly and be aware of email updates. **Pink** = May21 (may be the same as previous) **Green** = Sept 21

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> • Staff • Pupils • Parents /Carers • Contractors • Visitors <p>These groups are relevant to every section</p>	<p>Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this. This includes following this advice if a staff member has been contacted by the NHS Track and Trace app.</p> <p>Asymptomatic Testing-Staff will test with LFDs twice a week at home, as per existing guidance on testing for staff in primary schools and nurseries.</p> <p>Where mobile phones are required to be left in lockers or bags in communal areas at all times, we advise that staff pause contact tracing whilst on the premises, to avoid the app misidentifying close contacts. When someone switches it off, the app will give the user the option to set a reminder for 4, 8 or 12 hours, after which they will receive a notification to remind them to switch contact tracing back on.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process and notify the school of the outcome when received.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. Anyone showing symptoms should wait in the foyer next the open front door or in the community room near the open fire exit door. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask 	<p>HT oversees</p> <p>All Staff for their own health</p> <p>All staff to notify SLT of any symptoms identified in pupils</p>	<p>All staff and parents aware by 3rd March 2021</p> <p>Ongoing reviews and reminders throughout terms 1 and 2</p>	<p>High</p> <p>Asymptomatic tests by staff are opt-in and records of these kept</p> <p>Although bubbles are no longer implemented, we are maintaining phase bubbles as much as possible without having an effect on curriculum provision</p> <p>Staff will consider the appropriate use of PPE where this is not possible.</p> <p>Assemblies will resume in phases and recorded for the rest of the school.</p> <p>Staff will continue to maintain the 2 metre distancing rules where possible.</p> <p>Staff to make themselves aware of where the PPE</p>

	<ul style="list-style-type: none"> • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> • Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or • The driver and passenger will maintain a distance of 2m from each other; or • The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance and the donning and doffing of PPE guidance and video.</p> <p>If the school becomes aware that a pupil or a staff member has suspected or confirmed coronavirus, We are no longer required to carry out contact tracing – NHS Test and Trace</p>		<p>Shared with Staff September 2021</p> <p>September 2021-Staff may now lunch in the community room or the staff room. Also may choose to lunch on the field or outside or in their classes.</p>	<p>and sanitising equipment is around the school.</p> <p>Staff will have visors available they may choose to wear for any close contact with children for an extended time.</p> <p>Staff will travel safely and appropriately to and from school and will encourage parents and families to do the same</p> <p>There will continue to be a one-way system for fridge/kettle use in the staff room.</p> <p>SLT are ensuring that the deputy headteachers are not in on the same days unless required. SLT also continues to review working from home rotas for the office and SLT to minimise contact in shared offices.</p>
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	<p>will take over, though in exceptional circumstances we may be asked to assist.</p> <p>See our flowchart for a visual guide to the procedures</p> <p>The local health protection team will work with us to manage an 'outbreak' of coronavirus. We will seek their advice if any pupil or staff member is admitted to hospital with COVID-19. Find out more in the DfE's contingency framework.</p> <p>Close contacts or household members of a positive case don't need to self-isolate if any of the following applies:</p> <ul style="list-style-type: none"> • They're fully vaccinated • They're below the age of 18 years and 6 months • They've taken part in or are currently part of an approved COVID-19 vaccine trial • They're not able to get vaccinated for medical reasons <p>Instead, they'll be advised by NHS Test and Trace to take a PCR test.</p> <p>A 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms:</p> <ul style="list-style-type: none"> • people who spend significant time in the same household as a person who has tested positive for COVID-19 • sexual partners • a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including: being coughed on, having a face-to-face conversation within one metre, having skin-to-skin physical contact, or 			<p>SLT rota system in place</p> <p>If staff would like to wear a face covering and will be having interactions with children, it would be advisable to consider a transparent face covering.</p>
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- contact within one metre for one minute or longer without face-to-face contact
- a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes
- a person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19

Where an interaction between 2 people has taken place through a Perspex (or equivalent) screen, this would not be considered sufficient contact, provided that there has been no other contact such as any of those indicated above.

Site guidance on physical distancing and hygiene is explained to visitors on or before arrival. A record is kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace.

SLT and office staff have a rota system when cases are high.

Face coverings are optional but will be encouraged to be worn by visitors when moving around in corridors and communal areas and staff who are moving across different phases (Please see below pink information)

Hands will be washed before and after touching face coverings. Coverings will be stored in a sealable plastic bag when not being used.

Staff may choose to use a face covering or Perspex visor when in lunch/break allocated space.

	<p>Gate duty- Perspex visors or face coverings may be chosen to be worn if social distancing cannot be maintained. If there are positive cases in school, this will be encouraged.</p> <p>The reintroduction of face coverings for pupils, students or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern. In all cases, any educational drawbacks should be balanced with the benefits of managing transmission. The Local Action Committee structure (Bronze/Silver/Gold) should be used in such circumstances to re-introduce the use of face coverings. Immediate outbreak response (at the level of individual settings or a cluster of settings) remains for local Directors of Public Health to advise on.</p> <p>It is optional for parents to wear face coverings for drop off and collection. Parents will be asked if they will be wearing face coverings when interacting with members of staff such as entering the main foyer or for meetings. Staff members may choose to wear face coverings when having close interaction with visitors or parents (unless exempt) but will continue to maintain social distancing as much as possible.</p> <p>We will be operating a 1 in 1 out system for visitors into the foyer.</p>			
<p>Contact with coronavirus when getting to and from school</p>	<p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible. Bike storage is available at the front of the school.</p> <p>Anyone who needs to take public transport will be referred to government guidance.</p>	<p>Parents and carers will be responsible for their child/ren</p> <p>Staff will be responsible for their safety when travelling to and from school</p>	<p>By March 5th to be shared with parents</p>	<p>Medium</p> <p>Risk can be minimised by taking appropriate steps to avoid public transport and maintaining good hygiene when arriving at school if public transport is required.</p>

	<p>For dedicated school transport (i.e. buses, minivans), discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> ● Follow hygiene rules ● Try to keep their distance from passengers where possible ● Do not work if they or a member of their household are displaying coronavirus symptoms <p>In addition, the school will work with providers, pupils and parents/carers as appropriate to ensure that, wherever possible:</p> <ul style="list-style-type: none"> ● Pupils are grouped together on transport to reflect the groups that are adopted within school ● Hand sanitiser is available upon boarding and/or disembarking ● There is additional cleaning of vehicles ● Queuing and boarding is well organised ● Pupils practise distancing within vehicles ● Face coverings are no longer legally required on public transport but are 'expected and recommended' in enclosed and crowded spaces where people may come into contact with others they don't normally meet, such as on public or dedicated school transport <p>Parents/carers who need to drop off and pick up pupils will be encouraged to social distance. They are no longer assigned time slots but can pick up or collect over the given time periods.</p> <p>They will be asked not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment.</p> <p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a sealable plastic</p>	<p>SLT and the school office will contact parents/carers</p> <p>Staff on the gate will oversee this</p>	<p>Shared with staff under protocols 03/03/21</p> <p>Shared with Parents under return guidance 05/03/21</p> <p>Shared with Staff September 2021</p>	<p>*Any parents/carers who may require support or an additional adult will be encouraged to make themselves known to a school FLO who can offer support or make appropriate provisions for more than one adult to be present.</p>
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		<p>bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin.</p> <p>Pupils wearing any sort of face covering when arriving to school will wash their hands on arrival (as all pupils will), dispose of/store the covering, and wash their hands again before going to their classroom.</p> <p>Pupils will be made aware that they mustn't touch the front of the covering during use or removal.</p>			
<p>Spreading infection due to touch, sneezes and coughs</p>		<p>Handwashing facilities will be provided. Sinks are available in all toilets and in or outside the classrooms. Sanitiser will be available for each class in the PPE box.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Children will be explicitly taught the 'catch it, kill it, bin it' motto and encouraged to follow this procedure.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.</p>	<p>Staff in class will regularly re-iterate the hygiene messages</p> <p>SEND team will discuss any concerns with individual staff working with children who may experience challenges</p>	<p>Cathy Chambers is responsible for stock ordering</p>	<p>High</p> <p>The class teacher will need to ensure that the PPE, soap and sanitiser is regularly checked for stock within their bubble and that Cathy Chambers is informed of any low stock in a timely manner so that stocks can be replenished</p> <p>Sally Knight is also checking stock around the school daily. A list is in the caretakers office to update this</p>

		<p>Staff who work with pupils that may struggle with good hygiene due to an SEND need will be provided with appropriate PPE they may choose to wear.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues will be available in all areas and emptied regularly</p>			
<p>Spreading infection through contact with coronavirus on surfaces</p>		<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Books and games and other classroom-based resources • Computer equipment (including keyboards and mouse) • Sports equipment • Hard toys • Telephones • Outdoor play equipment <p>Wipes will be available for staff to wipe down certain surfaces such as keyboards during the day.</p> <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials</p>	<p>Cathy Chambers will oversee cleaning schedule alongside the two caretakers and the cleaning company</p> <p>Staff will be responsible for the rota'ing of certain items</p> <p>EYFS team to use the available</p>	<p>March 2021</p> <p>Then ongoing</p>	<p>Medium</p> <p>Cleaning spray and wipes are available in each phase area staff may use between cleaning times</p>

		<p>like bags, lunch boxes, hats, coats, books, stationary and mobile phones (only if essential) if a child is seen to bringing excessive items in.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.</p> <p>Rules for cleaning equipment and resources between bubbles/groups have been lifted. however, unnecessary sharing will be avoided where it doesn't contribute to pupil education and development.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use.</p> <p>The shared dining areas, will be cleaned between year group use.</p> <p>If a person with coronavirus symptoms comes into school, the cleaners are alerted to clean the area thoroughly. Staff and children will continue to access that area.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces regularly and may choose to do so before and after handling books.</p>	<p>washing machine to wash appropriate non-wipe items</p> <p>Parents will be responsible for limiting what their child brings in to avoid excessive items- spoken to if deemed excessive or risk</p> <p>Cleaners will deep clean shared areas on a Wednesday afternoon when they will be fewer pupils on site</p>		
Spreading infection due to excessive contact and		Bubbles are now no longer recommended. At East Stour we will be continuing to avoid, where possible, movement of adults and children across phases, unless required for curriculum provision.	SLT	March 2021	Medium Contingency plans include

<p>mixing between pupils and staff in lessons</p>		<p>Phase 1- EYFS Phase 2- Y1 and 2 Phase 3-y 3 and 4 Phase 4- Y5 and 6</p> <p>Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited to no more than a class of pupils, and will take place outside wherever possible (if taking place inside, the space will be well ventilated and in small groups- not whole class). Pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared.</p> <p>We will consult this guidance when planning indoor and outdoor performances</p> <p>For physical activity, outdoor sports will be prioritised or large indoor spaces used where it is not. We will consult government guidance when planning for team sports</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>All pupils can attend wrap-around care for any reason and they can be in groups of any number.</p> <p>We will ensure any external providers hiring our premises will consider the relevant guidance and put appropriate health and safety measures in place.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff.</p>	<p>Teaching staff will monitor and put into place</p> <p>SLT</p> <p>SENCo/Office</p>	<p>September 2021</p> <p>March 2021</p> <p>September 2021</p>	<p>possibility of bringing back bubbles</p> <p>Staff can use the community room or staff room for lunches and are also able to use their classroom/shared spaces or outdoors.</p> <p>CTs to ensure their classes are aware of consequences for not following behaviour expectations. Behaviour related to Covid to be clearly logged and flagged on arbor and followed up by SLT/PTLs</p> <p>SEND pupils will have individual RAs where required</p>
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		<p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene. They will be encouraged to social distance as much as possible and/or ventilate the space as much as possible.</p>			
<p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p>		<p>For pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these pupils safe.</p> <p>Use of external doors and outside movement will be encouraged for movement around the school.</p> <p>Pupils will be reminded about the rules throughout the day.</p> <p>Rooms can be accessed directly from outside where possible.</p> <p>All shared rooms, such as dining areas are rota'd. The tables will be cleaned regularly. Years 4,5,6 Lunch trolleys are provided and plates brought to classes.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. A record will be kept of all visitors, for the purposes of track and trace if requested by Public Health.</p> <p>For education trips or residentials, a separate risk assessment will be completed to determine whether it can be undertaken safely.</p> <p>All pupils can attend breakfast club for any reason and they can be in groups of any number.</p>	<p>All staff SENCo SLT Cleaning staff / Contract Cleaning company Office Staff Cathy Chambers BF Club Staff Kent Play Clubs</p>	<p>March 2021 shared with parents/staff</p> <p>March 2021 in practice</p> <p>September 2021</p>	<p>Medium</p> <p>Perspex bought to designate the staff room prep area from rest of seating to alleviate the 1 min 1 metre rule</p> <p>Office area is high risk due to the person traffic in and out- the one in, one out system will continue</p> <p>First Aiders requested to attend bubble rather than brought to office in first instance.</p>

		After school provision is run by Kent Play Clubs and they will have their own risk assessments.			
Spreading infection due to the school environment		<p><u>Checks to the premises</u> will be done to make sure the school is up to health and safety standards</p> <p>Fire, first aid and emergency procedures will continue to be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors do not need to be propped open, but can be where possible, especially where fire safety and safeguarding/children's provision wouldn't be compromised.</p> <p>Lidded bins will be continue to be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks and for education,</p>	Site Staff	March 2021	Low
			HT/Cathy Chambers	Review April 2021 - beginning of Term 5	Up t date protocols to be drawn up for fire evacuation drills
			In Place	September 2021	Staff will use dynamic risk assessments to review temperature and safety of children with regard to ventilation.
			SLT/EYFS Staff		
Spreading infection due to excessive contact and mixing in meetings		<p>Where possible and appropriate, telephone or using video conferencing is encouraged to be used for meetings. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>If meeting in person, when appropriate, meetings will be conducted outside, or in a room large enough to allow for social distancing.</p> <p>Face coverings will be encouraged to be worn in any meetings inside as well as ventilation being maximised.</p>	SLT	March 2021	Low
			Meeting schedulers	September 2021	Zoom is in place. Staff are confident with its use.
Individuals vulnerable to serious infection		All staff and pupils, including those who are clinically extremely vulnerable (CEV), should attend unless they're self-isolating or have been advised not to by their GP or		March 2021	Low

<p>coming into school</p>		<p>clinician. However, CEV staff may wish to take extra precautions and can request an individual risk assessment.</p> <p>Breastfeeding women will also have an individual risk assessment. Pregnant women will work from home from 28 weeks gestation.</p> <p>Staff who are isolating due to track or trace but who are not unwell will lead zoom lessons to their class throughout the school day. Another member of staff must always be present in these circumstances.</p> <p>Where staff and pupils are not unwell but isolating the teacher will share work via SeeSaw or share zoom links to class. These will be in line with the safeguarding procedures. No personal calls to be made to individual children. If calling parents always call from a withheld number using 141.</p>		<p>September 2021</p>	
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