

East Stour Primary School reopening: risk assessment for September 2020

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:

- In school protocols
- Return to school parent protocols
- Lunchtime rota
- PPA/Cover plans
- Visitor protocols
- Fire evacuation protocols
- Behaviour policy
- Recovery curriculum documents

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.

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.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.</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 • 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>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 17th July 2020</p> <p>Ongoing reviews and reminders throughout Term 1</p>	<p>High</p> <p>To minimise this high risk we are maintaining bubbles of 30 (class bubbles) wherever possible. (BF club and AS club will be using as small a bubbles as possible)</p> <p>Staff will stay within one bubble wherever possible or consider the appropriate use of PPE where this is not possible.</p> <p>Staff will try to maintain the 2 metre distancing rules where possible.</p> <p>Staff to make themselves aware of where the PPE and sanitising equipment is around the school.</p> <p>Staff will have visors available for any close</p>

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		<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 tested positive for coronavirus, the school will contact the local health protection team. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> • The pupils and staff in each group • Any close contact that takes place between children and staff in different groups including breakfast and after school clubs <p>Close contact means:</p>			<p>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>

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		<ul style="list-style-type: none"> • Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ○ Being coughed on, ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) • Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person • Travelling in a small car with an infected person <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p>			
Contact with coronavirus when getting to and from school		<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>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 	<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>	By July 17 th to be shared with parents	<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>

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		<ul style="list-style-type: none"> 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 Children over the age of 11 use face coverings where appropriate, such as if they're likely to come into very close contact with people outside of their group or who they don't normally meet <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <ul style="list-style-type: none"> Their allocated drop off and collection times, with different groups being given different times The protocols for minimising adult to adult contact can be found in the parent protocol guidance. Parents will drop off within 4 allocated time slots grouped by 'House' so that siblings can arrive/leave together. That only one parent/carer should attend Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment 	<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 13/07/20</p> <p>Shared with Parents under return guidance 13/07/20</p>	

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		<p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a sealable plastic 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>			
Spreading infection due to touch, sneezes and coughs		<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>Cathy Chambers is responsible for stock ordering</p> <p>Named Hygiene monitor needs to be identified within each bubble.</p> <p>Hygiene monitor will be responsible for stock checking the PPE and sanitiser</p> <p>Staff in class will regularly re-iterate</p>	Ongoing from 02/09/20	<p>High</p> <p>The Hygiene monitor 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>

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		<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 who work with pupils that may struggle with good hygiene due to an SEND need will be provided with appropriate PPE.</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>the hygiene messages</p> <p>SEND team will discuss any concerns with individual staff working with children who may experience challenges</p>		
Spreading infection through contact with coronavirus on surfaces		<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 	Cathy Chambers will oversee cleaning schedule alongside the two caretakers and the cleaning company	<p>July 2020</p> <p>Then ongoing</p>	<p>Medium</p> <p>Cleaning spray and wipes will be available in each bubble area for staff to use between cleaning times.</p> <p>In order for this to be green we need to start the practices in September to ensure they re effective.</p> <p>These practices will be reviewed regularly</p>

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		<ul style="list-style-type: none"> • 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>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones (only if essential).</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day. A specific cleaning schedule has been drawn up.</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups using them; or 	<p>Staff will be responsible for the rota'ing of certain items</p> <p>EYFS team to use the available 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</p> <p>Cleaners will deep clean shared areas on a Wednesday afternoon when they will be fewer pupils on site</p>		<p>(minimum fortnightly) and require feedback form staff on how effective and manageable they are. They will be refined in accordance with that.</p>

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		<ul style="list-style-type: none"> Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> Restricted to one user; or Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</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 before and after handling pupils' books.</p>	<p>PTLs and staff will ensure that they have enough equipment to avoid sharing. They will let Cathy Chambers know if the stock needs replenishing</p>		
Spreading infection due		When deciding how to form group sizes or 'bubbles' we have taken into account:	SLT	Decisions have been made as to	Medium

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to excessive contact and mixing between pupils and staff in lessons		<ul style="list-style-type: none"> • The pupils' ability to distance • The layout of the school • The feasibility of keeping distinct groups separate while offering a broad curriculum <p>The emphasis for younger children will be on separating groups, and for older children it will be on distancing.</p> <p>Children in the EYFS and Year 1 will be kept in consistent groups based on their age groups, while adhering to the usual staffing ratios. At East Stour this is Year Group Bubbles in Nursery, Reception and Year 1.</p> <p>In Years 2 – 6 Pupils will be kept within their classes.</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>Pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited to no more than 15 pupils, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared. Singing or instrument playing won't take place in any larger groups such as choirs or assemblies.</p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large</p>		<p>how this will work across every class and year group dependent on age and the pupils' ability to socially distance</p> <p>July 2020</p> <p>September 2020</p>	<p>Possibility of Year Group bubbles across the school as contingency if broad curriculum can't be achieved under current plans</p>

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		<p>indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.</p> <p>Government guidance states that: staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised. At East Stour to minimise risk we have allocated all staff to bubbles from September. We are asking staff to avoid moving between bubbles unless essential and for unavoidable circumstances.</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>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <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 stay within a bubble or be based in an area that has good external ventilation and that is thoroughly cleaned between pupils.</p>	<p>Teaching staff will monitor and put into place</p> <p>SLT</p> <p>SENCo/Office</p>		<p>PPA is planned for a Wednesday afternoon for all staff to avoid cross contamination.</p>

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<p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p>		<p>Pupils will be kept in the same groups at all times each day, and be kept separate from other groups.</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>Pupil groups will have staggered timetables, including for start and finish times, break and lunch times, and assemblies, to avoid too many pupils being in one place at the same time. Please see the 'In School Protocols' for details on how this works in practice alongside the 'Recovery Curriculum' documentation.</p> <p>Movement around the school site will be kept to a minimum and use of external doors and outside movement will be encouraged.</p> <p>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>Rooms will be accessed directly from outside where possible, and any corridors which need to be used will</p> <p>All shared rooms, such as dining areas, will be rota'd to allow groups to keep apart when using them. They will be cleaned between each use. For dining areas, where this wouldn't be possible, lunch will be brought to pupils in their classrooms. Lunch trolleys will be provided and plates will have cloches. Younger pupils will have food trays so their food can be brought to them.</p> <p>Toilet use will be managed to avoid crowding. Each bubble will have a designated toilet block. Where possible this will be limited to the bubble or will have a</p>	<p>SLT Teaching staff SENCo</p> <p>SLT</p> <p>All school staff</p> <p>Teaching staff</p> <p>SLT</p> <p>SLT Cleaning staff / Contract</p>	<p>July 2020 shared with parents/staff</p> <p>September 2020 in practice</p>	<p>Medium</p> <p>In school guidance outlines these areas in detail</p>

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		<p>limited number of bubbles which access them. Staff will need to manage toilet usage carefully and avoid cross contamination of bubbles where possible. Additional cleaning throughout the day will maintain increased cleanliness levels.</p> <p>Staff use of the staff rooms and offices will be staggered to limit occupancy and the community room will be an extension of the staffroom. Please see the lunchtime rota alongside this risk assessment</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors, which include contact details for the purposes or track and trace.</p> <p>Non-overnight domestic educational visits can take place in the same pupil groups, but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination. We are not currently planning educational visits until after Term 1, this will be reviewed at that point.</p> <p>Breakfast club will be running and children will be grouped into 3 larger bubbles. Within each larger bubble will be 4 class bubbles. These will be spaced out into the 4 corners of the hall to eat and when not eating they will be accessing the outside area and rota'd to come in and have breakfast.</p> <p>After school provision is run by Kent Play Clubs and they will have their own risk assessments. They are planning</p>	<p>Cleaning company</p> <p>SLT</p> <p>Office Staff</p> <p>SLT</p> <p>Cathy Chambers BF Club Staff</p> <p>Kent Play Clubs</p>		

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		to run Key Stage bubbles and keep children as distanced as possible within these bubbles.			
Spreading infection due to the school environment		<p>Checks to the premises will be done to make sure the school is up to health and safety standards before opening in September.</p> <p>Fire, first aid and emergency procedures will 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 will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>Lidded bins will 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 where possible.</p> <p>The indoor space used for children in the EYFS will meet the following requirements:</p> <ul style="list-style-type: none"> • 3.5m² per child for children under 2 years old • 2.5m² per child for 2 year olds • 2.3m² per child for children aged 3 to 5 years old 	<p>Site Staff</p> <p>HT/Cathy Chambers</p> <p>Bubble Staff</p> <p>In Place</p> <p>SLT/EYFS Staff</p>	<p>September 2020</p> <p>Review Mid-September 2020</p>	<p>Low</p> <p>Protocols to be drawn up for September to identify fire evacuation drills</p> <p>Will remain Amber until September and policy has been put into practice and can be reviewed.</p>
Spreading infection due to excessive contact and mixing in meetings		<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for</p>	<p>SLT</p> <p>Meeting schedulers</p>	<p>July 2020</p>	<p>Low</p> <p>Zoom is bought into and in place. Staff are confident with its use.</p>

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		social distancing. Through cleaning of any rooms after use will be carried out.			
Individuals vulnerable to serious infection coming into school		<p>The school will continue to follow any shielding guidance in place to decide who should come into school.</p> <p>If the guidance is paused, all staff and pupils are expected to come into school, apart from staff who can continue to work from home (e.g. some admin staff).</p> <p>Staff who are clinically extremely vulnerable, and for whom coming into school has been deemed safe, will be placed in the safest possible on-site roles where it's possible to maintain social distancing. These staff must have individual risk assessments and a care plan in place. Staff who are clinically vulnerable and/or who may be in a potentially more vulnerable category (such as BAME) will be offered an individual risk assessment.</p>	<p>SLT</p> <p>JHC to oversee care plans</p>	Sept 1 st 2020	<p>Low</p> <p>Regular contact with staff and pupils in any vulnerable category is to be maintained.</p> <p>Aug 11th Government protocols to be reviewed and any updates to be reviewed by SLT</p>