

Godinton Primary School



Reopening Risk Assessment – September 2020

This document records the risk control measures Godinton Primary School will have in place ahead of opening to all pupils in autumn term 2020.

This document takes into account current (as at 26 August 2020) government guidance:

- > [Guidance for full opening: schools](#)
- > [Guidance for full opening: special schools](#) (this includes guidance on pupils with EHC plans for mainstream schools as well)
- > [Actions for early years and childcare providers during the coronavirus outbreak](#)
- > [Implementing preventative measures in education settings](#)
- > [Safe working in education settings](#)
- > [Face coverings in education](#)

RAG rate of control measures

Each control measure is recorded in the appropriate colour, to highlight how prepared the school is for each measure being in place for the autumn term.

- > **Red:** this measure cannot be put in place in our school
- > **Amber:** this measure isn't in place yet, but can be in place for the autumn term
- > **Green:** this measure is already in place

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
<p>Contact with someone suffering from Covid-19</p>	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors 	<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 to staff and parents. A sign will be displayed on the front door of school.</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. The Willow Room has been assigned for this purpose. A document has been circulated to all staff outlining the procedures to be taken in the event that someone displays symptoms or feels unwell in school – this includes details on the PPE to be worn and measures taken to support the unwell individual. 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 face mask. 	<p>Headteacher has overall responsibility for all measures outlined in this section.</p> <p>All members of the school community and visitors have a responsibility to adhere to these arrangements.</p>	<p>1st September 2020</p>	<p>Reminders are added to the staff Weekly Round Up each week and have been included in the staff reopening handbook.</p> <p>Parents have been advised as to the expectations regarding keeping children at home if they are unwell with symptoms of Covid-19.</p>

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		<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. If the unwell person needs to use the toilet, they will use the disabled toilet next to the medical room.</p> <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.</p> <p>Children will be advised by their teachers on what to do if they are unwell.</p> <p>Home testing kits are 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>			

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		<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 <p>Close contact means:</p> <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 			

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		<ul style="list-style-type: none"> 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 Covid-19 when getting to and from school		<p>Everyone will be encouraged to walk into school, and asked to take appropriate safety measures if using public transport during peak times if possible. Anyone who needs to take public transport will be referred to government guidance.</p> <p>The school does not have dedicated school transport used on a daily basis to take children to or from school.</p> <p>Parents/carers who need to drop off and pick up children will be told through ParentMail, school letters and onsite signage:</p> <ul style="list-style-type: none"> Their allocated drop off and collection times, with different groups being given different times 	<p>Headteacher has overall responsibility for all measures outlined in this section.</p> <p>All members of the school community and visitors have a responsibility to adhere to these arrangements.</p>	1st September 2020	To ease congestion the use of bikes will be reviewed later in term 1 to see if storage can be accommodated without compromising entry and exit points.

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		<p>to stagger the times that children enter the site and are collected at the end of the day.</p> <ul style="list-style-type: none"> • The routes that parents and children should use at drop off and pick up, with one way systems in place. • The protocols for minimising adult to adult contact. This includes separate entrances and reminders about social distancing. • That only one parent/carer should attend • Not to gather at entrance gates or doors, • Not to enter the site unless they have a pre-arranged appointment • Vehicular access to the site will be limited to disabled access only at key times at the start and end of the school day. <p>Parents who use the nursery will also be made aware of these arrangements.</p> <p>Anyone wearing reusable face coverings when arriving to school will be expected to bring a 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. Children may remove face coverings</p>			

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		<p>when they are dropped off by parents and parents should take these home with them. These arrangements have been shared.</p> <p>Any staff wearing any sort of face covering when arriving to school will wash their hands on arrival (as all individuals will), dispose of/store the covering, and wash their hands again before going to their classroom or office.</p> <p>Everyone 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. Staff and visitors will be required to sanitise their hands at the hand sanitiser station in the school foyer on arrival at school and to then wash their hands. Hand sanitiser is available in all rooms in the school and is kept out of reach of children.</p> <p>Sanitiser is taken out at breaktimes and lunchtimes by supervising staff and whenever outdoor learning activities take place to use until hands can be washed at a sink.</p> <p>Everyone in school will:</p>	<p>Headteacher has overall responsibility for all measures outlined in this section.</p> <p>All members of the school community and visitors have a</p>	<p>1st September 2020</p>	

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		<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>Help will be available for any pupils who have trouble cleaning their hands independently, including some pupils with medical needs or SEND. Skin friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly</p>	responsibility to adhere to these arrangements.		

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		<p>and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues, will be emptied throughout the day.</p>			
<p>Spreading infection through contact with Covid-19 on surfaces</p>		<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent) in line with the guidance provided by the Government, in all rooms including:</p> <ul style="list-style-type: none"> • Classroom desks and tables • Toilet facilities (including taps and flush buttons) • Door handles • Other furniture • Light switches • Office desks and equipment e.g. telephones <p>Cleaning takes place before and after school and additional cleaning of high risk areas is also in place at lunchtime (e.g. tables, desks, handles, toilets and lights). The school hall is cleaned each day.</p>	<p>Headteacher has overall responsibility for all measures outlined in this section.</p> <p>All members of the school community and visitors have a responsibility to adhere to these arrangements.</p>	<p>1st September 2020</p>	<p>The large playground equipment will initially be out of use. This will be reviewed later in term 1.</p>

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		<p>In addition to this, school staff will also clean on a regular basis:</p> <ul style="list-style-type: none"> • Teaching and learning aids • Books and games and other classroom-based resources • Computer equipment (including keyboards and mouse) • Sports equipment • Hard toys • Photocopier • Outdoor play equipment <p>Children 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 and reading books. In order to limit items in the cloakroom, children will come into school on PE days dressed in their PE kit.</p> <p>Unnecessary soft furnishings will be removed from rooms and other soft items e.g. tea towels, laundered on a regular basis.</p>			

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		<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 • 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, and in most cases resources will be assigned to a year group for a block of time.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared by children in Years 2 to 6. Children will be given their own stationary pack to use. Equipment for children in year R and 1 will be frequently cleaned.</p> <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</p>			

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		<p>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. Staff have been advised to mark books in either their class or the intervention room assigned to each class rather than in the staff room.</p>			
<p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons</p>		<p>Children will stay in class bubbles however there will be times when they will need to mix in year group bubbles such as at playtime.</p> <p>Timetables have been put in place to ensure that the paths of different year groups do not cross.</p> <p>The children will not be expected to socially distance within their bubbles. Where pupils are old enough and capable enough, they will be taught and reminded to not touch staff or peers.</p> <p>Pupils will be seated side-by-side and facing forwards.</p>	<p>Headteacher has overall responsibility for all measures outlined in this section.</p> <p>All members of the school community and visitors have a responsibility to</p>	<p>1st September 2020</p>	

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		<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 indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.</p> <p>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.</p>	<p>adhere to these arrangements.</p>		

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		<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.</p>			
Spreading infection due to excessive contact and mixing between pupils and staff around and outside		<p>Pupils will be kept in the same groups at all times each day, and be kept separate from other groups outside their year group.</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</p>	Headteacher has overall responsibility for all measures outlined in this section.	1st September 2020	

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of the school		<p>safe. The school does not currently have any pupils who fall into this category.</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.</p> <p>Only one year group per day will use the IT suite and the hall.</p> <p>Only Year R and Year 2 will be able to eat in the hall. Tables will be cleaned in between sittings. All other year groups will eat in classrooms.</p> <p>Movement around the school site will be kept to a minimum.</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 will have one-way circulation or a divider down the middle to keep groups apart.</p> <p>Toilet use will be managed to avoid crowding. Toilets will be shared by different year groups in</p>	All members of the school community and visitors have a responsibility to adhere to these arrangements.		

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		<p>some parts of the school. Only one child at a time will be allowed to leave the classroom to use the toilet. If more than 2 children are already in the toilet block, then they should wait outside until a space becomes free. These routines will be explained to the children.</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy. Staff have been assigned a toilet to use.</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 visitor information leaflet will be provided. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p> <p>Breakfast Club will resume in the school hall. Children will be kept in small consistent groups within the hall and the number of children attending will be limited. A member of staff will be assigned to each group. Children from different year groups will be kept apart. The children will remain at their tables to eat breakfast. Each group will have their own resources to use and their own food items. Tables and benches will be rigorously cleaned after</p>			

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		<p>use. Breakfast Club attendees have been advised of the drop off arrangements and the need to socially distance.</p>			
<p>Spreading infection due to the school environment</p>		<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 have all been reviewed to make sure they can still be followed with changes to how the school space is being used. First aid qualifications are up to date.</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>Each class bubble will be allocated to a classroom space and an intervention space allocated to each year group bubble.</p> <p>Lidded bins are provided in classrooms and other key locations to dispose of tissues and any other waste.</p>	<p>Headteacher has overall responsibility for all measures outlined in this section.</p> <p>All members of the school community and visitors have a responsibility to adhere to these arrangements.</p>	<p>1st September 2020</p>	

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		<p>Outdoor space will be used for exercise and breaks, and for education where possible.</p> <p>After school lettings in the school hall will resume in term 1. Individual risk assessments will be completed to ensure that all guidelines are being met by the organiser. The school will supply information about the measures being taken in school to all those with letting arrangements. Cleaning will take place after use of the space before it is used by the school.</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 social distancing.</p> <p>No one will be allowed to enter the school site without prior arrangement. Signage on the school site will advise to this.</p>	<p>Headteacher has overall responsibility for all measures outlined in this section.</p> <p>All members of the school community and visitors have a responsibility to</p>	1st September 2020	

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			adhere to these arrangements.		
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 vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it's possible to maintain social distancing. Individual risk assessments of vulnerable staff and pupils have been completed and reviewed throughout the lockdown and school closure period.</p>	<p>Headteacher has overall responsibility for all measures outlined in this section.</p> <p>All members of the school community and visitors have a responsibility to adhere to these arrangements.</p>	1st September 2020	