**Buttercup Primary School**

**Re-opening of full school on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Risk Assessment for operational management of the school**

**For school staff this should be read in conjunction with the guidance given to school staff.**

**Keeping to this risk assessment is mandatory. Any changes should be carried out only after the agreement of the Head Teacher. This risk assessment will then be changed to reflect this and re-circulated**

**COVID-19; Daily risk assessment**

**The following risk assessment must be checked by the senior leader on site each day. This risk assessment should be read in conjunction with the Returning to school Guidelines sent to all staff and update the site manager if the general daily Risk Assessments of the school needs adapting**

|  |  |  |
| --- | --- | --- |
| **Completed by: Daily attendance** | **Lead person** | **Comment** |
| Registers taken by staff onsite in the normal way.  All absences checked and where not heard from first day calling used to ensure not off for symptoms of COVID-19. Form completed by admin team and sent to the DfE. | *Teachers and Office Staff*  *Office staff member on duty to complete all admin tasks and returns.* | Absence log to be monitored and recorded – advice for all isolating to follow online provision on website. Safeguarding for Missing in education / welfare needs daily call |
| On entrance to school all children to be visually checked and  talked with to risk assess whether have symptoms of virus | Teacher in charge.  In case of doubt refer to Senior member of staff on duty (Head/ Deputy) for a decision.  Teacher Office staff.  Teachers. Following the timetable circulated to staff. | Temperature screening via 2 staff and sanitiser stations deployed around. Initial entry sanitising required, thereafter washing hands on intervals recommended to adhere and followed. |
| On entrance all staff and children to sanitise hands, coats and lunchboxes stored in the cloak area |  |
| No parents to enter school building unless critical. Where necessary office staff/teacher to go out in open air to parent.  Where inclement weather no more than 1 person can be allowed in the office “airlock” at any one time. |  |
| Starts and end of day to be staggered to enable social  distancing of families.  Masks for all parents for arrival and departure times |  |
| At end of the day children to be returned to parents outside in line with Return to School guidelines | Children only to go with adults on school’s contact list as normal. |

|  |  |  |
| --- | --- | --- |
| Classroom Routines | Name | Comment |
| Each class is to be a separate bubble, except YR and  Nursery where year group is a bubble for operational reasons. |  |  |
| Children will remain at the tables allocated for their learning and will not move for differentiated seating plans | Head Teacher is responsible for managing the processes overall.  The class teacher is responsible for following these guidelines in their classroom.  The school business manager (site manager) is responsible for ensuring all materials and resources needed for hygiene are maintained and replenished. |  |
| Classroom will be stripped out of unnecessary furniture to both increase space but also  make cleaning easier and more thorough. |  |
| Any coats will be put on the back of seats and only  lunchboxes allowed beyond this. In EYFS they will be stored safely, distanced from each other. |  |

|  |  |  |
| --- | --- | --- |
| To allow for no need to change during the day pupils  may wear trainers to school in the Autumn Term. During PE day it have been permitted that children do not need to change into their PE clothe, this will continue through the Spring and summer term. | Organisational guidance provided to staff is to be followed  Teaching style guidance provided to staff is to be followed |  |
| Each child will have a named wallet to store equipment | Re order new wallets for individual stationary – 27/02/2021 |
| Children should not share equipment unless necessary. Such equipment should not be shared between classes without disinfectant cleaning and not  within the same day. |  |
| Handwashing will be prioritized over sanitizer, as soap is more effective. This will be regular –and will be for the teacher to organize (without lining up children as this will be difficult and soon become tedious for the children). Bottles of liquid soap will be ensured that it is checked and refilled |  |
| Teaching will be done from the front with children staying in seats and staff circulating when needed, but only staying with a child briefly. Where possible staff should speak to children from behind them and stay no longer than 2 or 3  minutes. |  |
| Doors and windows will be fully open to aid ventilation and reduce contact with door handles etc. In inclement weather staff may close external door s and  windows if necessary, for the comfort of pupils (i.e. they would otherwise need to wear their coat) | Year 3/ 4-year 5/6 rooms will on occasions of rain shield by putting screen up on skylight window |
| Toileting will be time slots and outside of this supervised if possible. Brief passing in and out of the toilet areas is not high risk, but no children should be  allowed to stop for a conversation etc. due to health and safety |  |
| Children should not go out of the classroom for small group work without the specific permission of the  Head, Deputy, Senco. Where this is allowed there will be a consistent group from the |  |

|  |  |  |
| --- | --- | --- |
| same bubble. If the room/hall is used by different bubbles  in the day it must be cleaned between uses. |  |  |
| Work will be provided on paper and things like reading texts will be on paper, we will not be using guided  reading books etc. school has access to classroom secrets that has electronic sequences for guided reading sessions. |  |
| a member of SLT will be responsible for  leading the group of teachers and providing advice to staff. |  |
| Movement of staff between classrooms is only to be done if part of the planned work of the school and  organized by Head/Deputy to avoid mixing of groups. |  |
| Use of the outdoors is encouraged but this should only be done in a planned way and must allow learning to continue. PE session is strictly  timetabled. |  |
| For PE sessions it should be brief and snappy. Children do not need to change and should come into school in their PE kit  Ideally this session should happen outside to both allow distancing but also to reduce the need for cleaning halls. No equipment should be used. |  |
| Marking of work should be done by children where possible and ongoing if not. Where books do need marking separately this should be done in school and hands washed before and after with avoidance of  touching facial areas. No books may be taken home, as they are considered a hard surface. | Marking policy on intervention marking and pupil assessment |
| For EYFS unit there will need to be a risk assessment done of equipment based on ease of cleaning and nature of use. Consideration should be given to using equipment one day and then leaving it unused for 3 days to allow the virus to die. Misting of equipment otherwise is recommended – if spray bottle is not  misting it can be adjusted by twisting spout. | See separate Risk assessment |

|  |  |  |
| --- | --- | --- |
| Water will be given by using of disposable cups |  |  |

|  |  |  |
| --- | --- | --- |
| Cleaning | Name | Comment |
| All areas used in school to be thoroughly cleaned daily  (including areas just used by staff). | Site Manager/ head teacher |  |
| Tables to be cleaned at least three times a day. Before attending midday and after. Second clean  to be at lunchtime by the teacher | Site Manager/ Senior staff  teacher | Mid-day cleaner employed daily to ensure lunch hall |
| Year group staff to wipe over class table as required |
| Handwashing should be prioritised over sanitising, mainly when children enter the room. A queuing system should be avoided to protect unneeded close contact and should be completed in a way that does not mean the children waiting for their turn (as this may lead to  frustration and edging closer to each other). |  |
| All classrooms to have a bottle of handwash, a bottle of  Screen for cleaning and a cloth for wiping tables. When wiping the tables, the teacher should wear disposable gloves. | Site Manager | X4 anti bacterial spray and disposable cloths weekly |
| Doors should be left open to reduce touch points and windows left open to aid ventilation (unless cold weather means this would cause undue discomfort).  *To aid this all entrances and gate to the school should be locked once the staggered start is completed and not unlocked until the staggered exit is begun. Any opening of the electronic gate/door is to be conducted by Office Staff and closed immediately*  *afterwards.* | Teacher  Site manager | SLT monitor arrival and departure – temp guns purchased and sanitizer stations checked |

|  |  |  |
| --- | --- | --- |
| Staffing | Name | Comment |
| Staff should stay in their bubble and not mix with other bubbles without permission (for example for a designated lunch area or PPA). Unless it is a designated space |  | One staff permitted in foyer / SLT office tables need to be disinfected if used by user |
| Staff should not move across groups within the day and should not move to another group without instruction from Head/Deputy. Where support staff are shared between  classes this needs to be planned and kept to. |  |
| Teachers are expected to socially distance whilst in school  from other staff. This is at 1-2m as there is no mitigation. They |  |

|  |  |  |
| --- | --- | --- |
| are expected to act as a role model to other staff and pupils  alike. |  |  |
| Staff should not wear PPE where it would not have been worn pre-March. This may be altered only with specific permission from the Head but only in exceptional  circumstances. |  |
| Staff do not need to wear special clothes etc., but if they are returning to a household where someone is still shielding it is  their responsibility to put precautions in place. |  |  |
| Staff should wash their hands hourly and act as a role model  to pupils. |  |  |

|  |  |  |
| --- | --- | --- |
| Playtimes and Lunchtimes | Name | Comments |
| Playtimes are to be staggered by class in the year  group. This is described in the rotas | Head/ Deputies |  |
| Children will eat their lunch in the main hall or if packed lunch in classroom at their seat. | Teacher of the class  School staff are expected to follow the guidance provided. | Brief contact is not a concern in terms of infection, but expectations will need to be explained to pupils. |
| Playtime needs to be supervised by the member of staff with the children. |  |
| Lunch will take the form of a packed lunch initially and can be eaten in the classroom. This will reduce the need for cleaning the hall several times over lunch. Home lunchboxes can be stored in the class by the side of  the table with only the child themselves handling it.  Lunch eaten during school will be ensured relevant catering companies have risk assessed and are complying with govt guidance | A2z to be monitored by office manager |
| Each group will have a dedicated dinner supervisor with a senior member of staff on hand in case of an emergency. | Own teachers from group years |
| Children will follow the handwashing and table cleaning  guidelines outlined in the cleaning section. | Entrances to school have sanitiser stations on wall |

|  |  |  |
| --- | --- | --- |
| **Visits** | **Lead person** | **Comment** |
| No visits are to take place out of school for the Autumn  Term |  |  |

|  |  |  |
| --- | --- | --- |
| Assembles | **Lead person** | **Comment** |
| Assemblies will take place as normal within their classrooms SLT will be present ,designated SLT will ensure maintaining distance | Rota arranged by Deputy |  |

|  |  |  |
| --- | --- | --- |
| SEND pupils | Name | Comments |
| All children with significant SEND /Medical to have a risk assessment prepared for them to take into account their additional needs. |  | Where this includes provision outside that for the other children in the group this should be clearly stated –  resources, movement, intimate care. |
| Where increased movement is required this should be co-  ordinated with other groups. The needs of the child with additional needs takes reasonable precedent. | Class teacher  School staff are expected to follow the guidance provided.  Currently n/a |  |
| Where additional resources are required liaison should be made with the Site Manager to ensure adequate cleaning | Cleaning should be proportionate – for example if small  world items required and only used by this child cleaning should be regular but does not need to be daily. |
| Where intimate care required the person performing this  should be properly equipped with PPE as they normally would pre- lockdown. | PPE should be disposed of properly and visor sprayed. |

|  |  |  |
| --- | --- | --- |
| **Out of school provision and clubs** | **Lead person** | **Comment** |
| Morning Club and After School Club will run as normal. Where possible bubbles should be distanced as much as possible.  Handwashing is to be regular. | Deputy | Sanitiser to be used upon exit of morning bubble to enter class bubbles. All the children who enter morning club bubble will have to sanitise before exiting to join the class bubble. Hand sanitiser will be available in the hall. There after handwashing will be preferable. |
| School clubs will be run by allocated staff. No other clubs are to be run without permission from the head teacher. | Head |  |

|  |  |  |
| --- | --- | --- |
| **First Aid** | **Lead person** | **Comment** |
| First Aid at Work trained member (adults) | Senior member of staff on duty (Head/ Deputy) |  |
| Pediatric first aid managed by | Office or trained support /teacher |  |
| Emergency service calls managed by | *Office staff member* |  |
| Medical needs of pupils managed by | Welfare officer and office (Head/ Deputy) | Daily check of medical needs against register and  information passed to teacher. |

|  |  |  |
| --- | --- | --- |
| In case of a member of staff or a pupil showing signs of Covid-19 the critical symptoms to look for are a fever, a new  persistant cough, or a loss of sense of smell or taste. | Head Teacher |  |
| All group teachers should be aware of the medical needs of  their group, so as not to confuse symptoms with common ailments (for example, hayfever) |  |
| If a case is suspected during the day a senior member of staff must be alerted. The senior member of staff will then isolate the child or staff member in a designated room, maintaining a social distance. Family will be alerted and the child or staff  member go home.page will be given inc goggles | Rm 1 is not to be used for any other purpose whilst this risk assessment is in effect. |
| Any person isolated should only leave the room to use the  toilet. The only toilet to be used is the one by the first aid room (disabled ) |  |
| Once the person is collected the person collected should be advised of what they do next as per DfE and Public Health guidelines. Cleaning of isolation room and the toilet should  then be carried out. |  |
| Before the child or staff member is re-admitted to school the Head Teacher must be satisfied that the proper procedure of  testing and results has been followed (including isolation if necessary). |  |
| Children and staff showing symptoms of Covid 19 |  |  |

See separate August/September building and strategic management Risk Assessment for full school opening.

|  |  |  |
| --- | --- | --- |
| **Designated Safeguarding Lead** | **Lead person** | **Comment** |
| DSL/DDSL on site: | Senior member of staff on duty (Head/ Deputy) | Initially approach S Savage for advice but Head/Deputies  can also be approached. |
| Contact if a critical safeguarding issue should be raised? | Senior member of staff on duty (Head/ Deputy)/ MASH | 079429112217 |
| Children’s help desk: | MASH (Melanie Benzie) 020 7364 2972 | 020 7364 2904 |
| Adult helpdesk: | MASH ( | 020 7364 5601 |
| Emergency number out of hours: | MASH out of hours | 020 7364 5606 |

|  |  |  |
| --- | --- | --- |
| **Behaviour Management** | **Name** | **Comment** |
| Routine behavior management | All staff supported by SLT member on site each day and by the Head Teacher from distance if off site. | School will continue to use the behaviour system to enforce effective behavioural controls.  **Children will not be put on the tracker for turning in their seat etc.** |
| Behaviour plans | All teachers to be aware of any children with behavioral risk assessments in their classes. | To support easy access, all plans to be printed and placed in the central file located in the main office (reception).  Ensure kept secure when school unoccupied. |

|  |  |  |
| --- | --- | --- |
| **Staff and pupil wellbeing** | **Name** | **Comment** |
| **Staff** | | |
| Staff are organised into phase group teams with a senior  member of staff designated to be the leader of that group. | Deputy |  |
| Lunch breaks are to be taken outdoor or in their designated rooms  . During this time staff must be socially distanced |  |
| The member of senior staff should check at least daily that all members of staff are OK and coping. It is the duty of staff members to assist in Management of Stress , and be open to discuss when they are feeling undue stress.  In this case this should be reported to the Head. This will be treated in confidence and on a no blame basis.  Note: admitting you are struggling is a sign of a self-aware and mature member of staff not a sign of weakness. |  |
| Support will be initially offered through the usual wellbeing approach of the school, including access to a free and  confidential counselling service. |  |
| **Pupils** | | |
| On coming back into school groups should be taken through the expectations and limitations of the current approach.  They should be given time to adapt to this and ask questions. | Head Teacher, in conjunction with the welfare Keyworker and PSHE lead |  |
| The PSHE scheme of work has been added to with a series  of lessons to help the children deal with their feelings and emotions about the pandemic. These should be used. |  |
| The approach of the teacher should be one of vigilance but after the initial input to settle there should not be undue focus on the pandemic. Children should be allowed to talk about it and their experiences as they need but the teacher should  also focus on providing the child with stability and structure so that they can feel secure and comfortable. |  |
| Where a child is exhibiting signs of distress or trauma the first point of call is the group adults. Where necessary the Mental Health and Wellbeing approach of the school should be applied as normal, including involving the welfare. At that stage they will decide if access to the school counsellor is needed. |  |

|  |  |  |
| --- | --- | --- |
| **Data Protection** | **Lead Person** | **Comment** |
| Reduce risk of data breaches | Head/ Office Manager | Teachers reminded of basic procedures and required to be vigilant before sharing data.  Use of BCC when sending email to more than one person outside of the organisation.  End of day clear desk processes to be enforced.  Any suspected breach to be reported to DPO immediately via email – HT/leader to be notified.  All documents with sensitive information to be password protected. |
| Ensure that data sharing is done appropriately and only when necessary. | *Head/Office Manager* | One copy of information to be stored securely in reception or main office. Risk assessments to be shared with staff and stored centrally.  Caterers informed of any allergies – essential information only.  Personal Care Plans to be shared where necessary. |

|  |  |  |
| --- | --- | --- |
| **Fire Management** | **Name** | **Comment** |
| Lead Fire Marshall | Senior member of staff on duty (Head/ Deputy) | Instruct all on the sweep and evacuation process. Instruct office on registers.  All SLT to know how to use the fire panel. |
| Office - registers of children | Office staff on duty | Electronic registers printed Am and PM |
| Office - registers of staff |  |
| Assigned to phone the fire brigade | 999 |
| Teachers have access to, and know, Personal Emergency  Evacuation Plans. | Site Manager | Staff to check PEEPs of any child on their register that day. |
| Routine checks | Site Manager | To be done start and end of day and recorded. |

**Access to Competent H&S Advice**