

St. Mary's CE Primary School, Putney

Return to School for All Pupils – September 2020

Risk Assessment

	Low risk
	Medium risk
	High risk



Please note: it is not possible to completely eliminate the risk of Coronavirus (COVID-19) Guidance for Full Opening – Schools (2nd July)

Risks are numbered and colour coded to denote level of risk

How the risk will be controlled	Specific Actions and responsibilities
I. The transmission of Coronavirus (COVID-19)	
a) Ensure people who are ill, or in contact with people who are ill, stay at home	<ul style="list-style-type: none"> • If a child or adult is seriously ill/injured or life is at risk, then a member of staff should call 999 immediately and inform the HT as soon as is practicable. • Pupils, staff and other stakeholders will not come to school if they have symptoms of or a confirmed case of Coronavirus (have tested positive in the last seven days). • Anyone who becomes unwell with a new continuous cough, high temperature, loss of/change in their normal sense of taste and smell (anosmia) will be sent home and asked to follow ‘stay at home: guidance for households with possible or confirmed Coronavirus (COVID-19) Infection’ <ul style="list-style-type: none"> ○ Suspected cases must self-isolate for seven days. ○ Other members of their household must self-isolate for fourteen days from when the symptomatic person first had symptoms. ○ Anyone with coronavirus symptoms should not visit the GP, pharmacy, urgent care centre or hospital. • Staff who develop symptoms whilst at school will go home immediately. • Children who develop symptoms whilst at school will be moved to the isolation room immediately (Inclusion Room) with the door closed and windows open. Depending on the age of the child, staff should supervise accordingly from a 2m distance. If they need to be in closer proximity to provide comfort to the child, then a full set of PPE should be worn: apron, gloves, mask and visor. • The Premises Manager will ensure that any bathroom used by people who fall ill on site will be cleaned thoroughly after each and every use. • All persons who have coronavirus symptoms should be tested for the virus as soon as possible and results will need to be shared with the school before the member of staff/child can return to school. • Staff who have helped someone with symptoms and or pupils who have been in contact with them, do not need to go home to self-isolate unless they develop symptoms or if the symptomatic person subsequently tests positive or they have been asked to do so by NHS Track and Trace.

	<ul style="list-style-type: none"> • Everyone will wash their hands thoroughly with soap and running water or use hand sanitiser after any contact with someone who is unwell. • The Premises Manager will ensure that the isolation room is cleaned with normal household disinfectant after every use. • Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus, however staff will take a child's temperature (using a non-contact thermometer) if they feel unwell to gauge whether or not they have an usually high temperature. • If someone tests negative, they feel well and no longer have coronavirus symptoms they can stop self-isolating. However, if they have another virus such as cold or flu they should avoid contact with other people until they are better. Other members of their household can stop self-isolating. • If someone tests positive they should follow the stay at home guidance above and must continue to self-isolate for seven days from the onset of their symptoms and return to school only when they do not have symptoms other than a cough or loss of smell/taste (this is because a cough or anosmia can last for several weeks once the infection has gone). If there is still a high temperature, then the person should keep self-isolating until their temperature returns to normal. Other members of the household should continue self-isolating for fourteen days.
<p>b) Continue with robust hand hygiene regime</p>	<ul style="list-style-type: none"> • The Premises Manager will ensure that all hand sanitiser containing alcohol contains a warning label and will monitor storage to ensure that it is kept out of the reach of children. • All staff will strictly monitor the use of child-friendly hand sanitiser to prevent ingestion, where children are younger or present with complex needs then the Premises Manager will ensure access to skin-friendly cleaning wipes as an alternative. • Parent/carers to ensure that children wash or sanitise hands before leaving home and as soon as they return home. • All class-based staff will build hand hygiene into the daily routine, sharing videos and posters to promote thorough and effective hand-washing. • All class-based staff will ensure that all children wash or sanitise their hands at increased and regular times during the school day; on arrival, before and after breaks, before and after they change rooms, before and after eating, before they leave school. • All class-based staff will ensure that all children wash their hands before they leave school to go home.
<p>c) Continue to promote robust respiratory hygiene</p>	<ul style="list-style-type: none"> • Teaching Assistants/Learning Support Assistants will check every morning that the classroom has a sufficient stock of tissues for the day. • All staff to educate children in and promote and model the 'catch it, bin it, kill it' approach to respiratory hygiene. • The School Business Manager will ensure that all rooms will contain bins with lids and foot pedals where used tissues and clinical waste can be binned.

	<ul style="list-style-type: none"> • Public Health England does not recommend the use of face coverings in school as staff and pupils are mixing in consistent groups and use can have negative effects on communication and thus education. • As is now compulsory, all staff will wear face coverings at all times on public transport (for children, over the age of 11) as well as in any other public space dictated by PHE/government advice e.g. shops • Staff and children will remove face coverings worn in transit to school before entering the school site. Bins will be made available at the school gate if needed. • Stakeholders who use reusable masks will bring a bag in which to store their mask when on site and will ensure that they maintain their mask regularly.
<p>d) Reduce the number of contacts and maximise distance between persons in school</p>	<p>Maintaining a distance between people whilst inside and reducing the time they are in face to face contact lowers the risk of transmission.</p> <p>Senior Leaders will adhere to and strictly enforce government guidance on social distancing in school.</p> <ul style="list-style-type: none"> • All staff will strictly adhere to government guidance on social distancing. • All staff will maintain distance from children and other staff as much as possible. • Children will return to school class bubbles of up to 30 children. • Staffing of bubbles to remain the same as far as possible. • Staff will not enter bubbles if they are not a member of that bubble – unless they are covering other staff, delivering PPA/French or have been asked to by the Head Teacher. • Staff will continue to socially distance from other adults in school (2m). • All staff will ensure movement of the bubble around school is kept to a minimum during the school day. • All staff will liaise with each other to ensure contacts with other bubbles e.g. passing in the corridor is rare. • Class-based staff will arrange all classrooms with front facing desks – children can sit side by side and staff should discourage face to face interactions regularly reiterating that all children should avoid face to face contact and face forward whenever possible. Any unnecessary furniture should be removed from the classroom (please see the School Business Manager). • Staff will encourage all children to observe social distancing with other stakeholders and to avoid touching. • Children and staff may mix into wider groups for specialist teaching and wraparound care. • Where staff need to move between classes and year groups, they will try and keep their distance from pupils and other staff as much as they can – ideally 2m from other adults. • PPA Teachers will teach children in their classrooms to avoid additional movement around the school site (with the exception of PE which will take place outside). • Staff will plan and act to limit interactions, sharing of rooms and social spaces between bubbles as far as possible. • Large gatherings will not take place – the school will not gather for collective worship or lunch and non-essential visitors will not be permitted to enter the school.

	<ul style="list-style-type: none"> • Break and lunchtimes will be staggered to reduce contact between bubbles. Lunch will continue to be eaten in the classroom. • The staffroom will continue to be divided and no more than 2 people should be in each section (1 at the photocopier) at a time. • Staff will take their breaks individually and should use outside spaces as far as possible when on a break. In the event of wet weather, the hall can be used as a lunch space. Staff will remain at least two metres from other staff at all times and as far as possible will avoid sitting or staying in rooms with adults that are not in their bubbles. The School Business Manager will ensure that cleaning products are available to clean chairs and tables before and after us. • Start and finish times will be staggered, parents will be reminded that gathering at the school gate is not permitted and coming onto the school site is not permitted. • Supply teachers, peripatetic and other temporary staff e.g. therapists, clinicians and other staff providing support for pupils with SEND will move between schools, but will be asked to minimise their contacts and maintain distance from as many stakeholders as possible whilst in school. • All temporary staff will report to the main office upon arrival where they will be asked to read and sign a copy of this risk assessment before proceeding into the building. • All visitors will be logged to support NHS Track and Trace. Visitors who refuse to share their details will not be permitted entry to the school building. • All visits that can happen outside of school hours, when there are fewer people on site, will be rearranged outside of the school day. • The school will encourage families to walk, wherever possible – bicycles and scooters will only be used by families who live a considerable distance from the school.
e) Through enhanced cleaning arrangements	<ul style="list-style-type: none"> • Class-based staff to clean pupil tables before pupils eat lunch (children will continue to have packed lunches – to be reviewed at half term) • All staff and pupils will have their own set of equipment. • Books and games can be shared within bubbles, but should be cleaned regularly along with other frequently touched surfaces. • Resources such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles or rotated and left unused and out of reach for a period of 48 hours (72 hours for plastics). • Each bubble has their own container of outside play equipment which will be cleaned daily by the Premises Manager. (climbing frames will continue to be unused). • All stakeholders will limit the amount of equipment they bring to and from school each day, bringing essentials such as lunchboxes, hats, coats, books and mobile phones (Year Six only) only. Bags are permitted but should only be brought in when essential.

	<ul style="list-style-type: none"> • Pupils and staff can take books and other shared resources home, although unnecessary sharing should be avoided especially where sharing does not contribute to pupil learning. • Additional cleaning of high use areas in classrooms to be undertaken throughout the day by class based staff i.e. door and cupboard handles, tables, sink taps. • All individual staff members are to exercise thorough cleaning and housekeeping procedures in the staff room after their own use. Particular attention will be given to high use areas following use i.e. worktops, door handles, table, sink taps etc. • The Premises Officer will carry out additional cleaning to high use communal areas throughout the day i.e. handrails, door handles, toilets. • The School Business Manager will ensure additional and adequate cleaning products are available in classrooms at all times. • Posters, leaflets and other materials will be displayed around the school to remind staff of public health advice. • The Premises Officer will liaise with cleaning contractor to ensure adequate cleaning staff available to undertake thorough daily clean on site. • All soft furnishings i.e. rugs, cushions etc. will continue to be removed from classrooms/staff room • All excess resources in each class setting to be reduced/removed, classes will be clutter free and allow for frequent cleaning of all surfaces. • Revised guidance for cleaning non-healthcare settings (PHE) to advise on general cleaning required in addition to the current advice on <u>COVID-19: cleaning of non-healthcare settings guidance</u> will be read and this risk assessment updated by the SBM when released.
f) Through active engagement with NHS Track and trace	<p style="color: red;">Details for the South London Health Protection Team: Public Health England, Zone C, 3rd Floor, Skipton House, 80 London Road, SE1 6LH, London. Email: phe.slhpt@nhs.net; slhpt.oncall@phe.gov.uk Telephone: 0344 326 2052 Out of hours' advice: 0344 326 2052 Fax: 0344 326 7255 Last updated 17 June 2020</p> <ul style="list-style-type: none"> • The Head Teacher and all senior staff understand the NHS Track and Trace process: https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works • The Head Teacher will ensure that all stakeholders understand that by being in school they must be ready and willing to: <ul style="list-style-type: none"> ○ Book a test if they are displaying symptoms (https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested)

	<ul style="list-style-type: none"> ○ Provide details of anyone they have been in close contact with ○ Self-isolate if they have been in close contact with someone who develops symptoms or tests positive for coronavirus • Tests can be booked online through the NHS testing and tracing for coronavirus website: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ or ordered by telephone via NHS 119 for those without access to the internet. • School staff have priority access to testing. • In the autumn term the government will provide schools with a small number of home testing kits so that they can provide them directly to families or staff.
<p>g) Manage confirmed cases of Coronavirus (COVID-19) amongst the community</p>	<p>If someone has attended school who has tested positive with coronavirus the school will:</p> <ul style="list-style-type: none"> • Contact the South London Health Protection Team. • The team will also contact the school if they become aware that someone has tested positive for coronavirus attended the school. <p>The Health Protection Team will:</p> <ul style="list-style-type: none"> • Carry out a rapid risk assessment to confirm who has been in close contact with the person who has tested positive, advising them to self-isolate for fourteen days since they were last in contact with the person when they were infectious. • Provide definitive advice to the school on who must be sent home. <p>Close contact means:</p> <ul style="list-style-type: none"> ○ Direct close contacts (face to face with an infected individual for any length of time, within 1m, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin)). ○ Proximity contacts – extended close contacts (within 1-2m for more than 15 minutes) with an infected individual. ○ Travelling in a small vehicle, like a car, with an infected person. <ul style="list-style-type: none"> • Staff will be asked to record which pupils and staff are in each bubble (over and above what is recorded on the register) and any close contact with staff and pupils in different bubbles. • The school will send a letter (template provided by the government) to parents and staff if needed (the school will not share the names and/or details of people with coronavirus unless essential to protect others).

h) Contain any outbreak by following local health protection team advice	See g) manage confirmed cases... above
i) Staff/Pupils who are shielding or self-isolating	<ul style="list-style-type: none"> • All shielding stakeholders must provide the school with medical evidence where there has been a request from health for an individual to shield. • Shielding advice for all adults and children (clinically vulnerable and clinically extremely vulnerable) will pause on 1st August. • The government have said that even the small number of pupils who remain on the shielded patient list can also return to school as can any family members who have also been shielding. • If rates of the disease rise in local areas, children from that area and that area only, will be advised to shield during the period where rates remain high and may be temporarily absent – the school will authorise all absences evidenced by a health professional as ‘I’ illness. • Where children have been shielding, parent/carers should discuss their child’s care with their health professional before returning to school. • Advice for those who are clinically vulnerable, including pregnant women • Advice for those who are clinically extremely vulnerable
j) Pupils and families who are anxious about the return to school	<ul style="list-style-type: none"> • Parent/carers should contact the school at their earliest convenience to discuss concerns. • The school will provide reassurance of the measures being put in place as outlined in this risk assessment. • Failure to attend school without medical evidence, due to sickness or other authorised reason will be unauthorised by the school and fines will be issued to parents.
k) Managing recruitment	<ul style="list-style-type: none"> • Recruitment will continue to be conducted remotely until the close of the summer term. • Recruitment will be conducted in person from the start of the autumn term. • The school will continue to adhere to all of the legal requirements regarding pre-appointment checks. • Where necessary the school will engage supply teachers and other supply staff during this period. • Temporary staff will comply with the school’s arrangements for managing and minimising risk, including maintaining distance from staff and pupils wherever possible. • The school will minimise the number of temporary staff through the use of long term assignments as far as possible. • Staff will be asked to ensure that any holiday plans they make enable them to be available for work from the start of the autumn term. • The mixing of volunteers in school will be kept to a minimum and volunteers will remain 2m away from staff and pupils wherever possible.

<p>l) Managing school premises</p>	<ul style="list-style-type: none"> • The Premises Officer and School Business Manager will review general risk assessments for rooms and other areas in use to consider changes in layout and any potential risk introduced. • The Premises Officer will review arrangements for building related systems on return to school following Summer break i.e. hot and cold water systems, gas safety, kitchen equipment, security systems and ventilation system. • Staff to ensure all spaces are well ventilated each day using natural ventilation i.e. open windows. • Doors to rooms to be left open, where possible to limit use of door handles and aid ventilation. • Occupancy to be limited in staff room and offices. • Routine maintenance by external contractors to be carried out prior to or after school hours unless in an emergency wherever possible. • Main office to remain closed. Admin staff to monitor and control deliveries to school. • Emergency face to face meetings with parent/carers should only take place outside and in a space which allows for confidentiality from other stakeholders. • Deliveries for site based contractors i.e. Cater Link Ltd are to be directed by the office to the Felsham Road fire gate entrance. Delivery of goods to be collected from the contractors at the fire gate and social distancing measures to be observed at all times. • Parents to continue to communicate to the school via email, telephone and post box. • Waste bins to be emptied each day by cleaning contractor. Class based staff to empty class waste bins during day if there has been a high use of tissue disposal • Drinking Fountains are not to be used. • Hand Dryers are not to be used. • Premises Officer and SBM to review, if necessary, fire management plans and ensure any changes to fire escape routes are clearly identified. • Termly fire drill will continue as normal.
<p>2. Disruption to a high-quality education that promotes children’s development and prepares them for the opportunities, responsibilities and experiences of later life</p>	
<p>a) Managing the return to school in September</p>	<ul style="list-style-type: none"> • Children will be informally assessed upon their return to school in September – and time will be spent covering any missed or incomplete content. • All curriculum planning will be directly informed by an assessment of pupils starting points and will aim to address gaps in knowledge and skills. • Staff will receive further training in assessment for learning techniques. • From the second week of term onwards, staff will use previous end of year NFER assessments (in Y3-6) to identify gaps in learning, gauge and compare children’s achievement with others locally and in order to be able to report on

	<p>the impact of coronavirus school closures on our school community. Access arrangements must be put in place for all pupils who require them (all children on the SEND register) and a full gap analysis of any test taken must be completed, handed to the Head Teacher and Inclusion Manager and the analysis used to plan learning for each cohort.</p> <ul style="list-style-type: none"> • In Nursery, teachers will focus on the prime areas of learning including communication and language, personal social and emotional development and physical development. • In Reception, teachers will assess and address any gaps in language, early reading and mathematics, particularly ensuring children’s acquisition of phonic knowledge and expanding their vocabulary. • Children will be given equal opportunities for outdoor learning in the EYFS. • In KS1 and 2, class teachers will prioritise identifying gaps and ensuring progress in phonics, reading, vocabulary, writing and mathematics. Cross-curricular opportunities will be identified so that children read widely, developing their knowledge and vocabulary. The curriculum will remain broad and pupils will be taught the full range of subjects over the year. • The school will plan in such a way that remote education is integrated into school planning and will be able to deliver remote learning seamlessly for individuals, groups or whole bubbles of children if needed. • With the exception of the Reception Baseline, staff should bear in mind that the government are planning on statutory assessments taking place in 2020-21. • Teachers will carry out their Planning, preparation and Assessment time in the IT Suite. They will socially distance, doors and windows will be opened and the School Business Manager will ensure that cleaning products are available to clean work spaces before and after us.
<p>b) Further disruptions to children’s education through the possibility of a local lockdown</p>	<ul style="list-style-type: none"> • In the event of a local lock down then the school will close to all pupils and will provide child-care for key worker and vulnerable pupils only. • The school will provide remote education from the first day of self-isolation or leave authorised by a health professional (for children who are self-isolating or shielding). • Class teachers will monitor children’s engagement with this activity. • The curriculum will remain broad and ambitious as far as possible – pupils will be taught the full range of national curriculum subjects. • Remote education, where needed, will be high quality and aligned as closely as possible with in-school provision. • From September, staff will begin training in delivering online learning with a view to enhancing the school’s remote learning provision should further remote learning be required. • Class-based staff will contact all children in their class (who are not in school) once a half term by telephone.

	<ul style="list-style-type: none"> • Again, where children are not in school, The Inclusion Manager will telephone all parent/carers with children on the school's SEND register once a half term to ensure that adequate support is provided to enable pupils to continue to learn.
c) The school's remote learning offer	<p>When providing remote learning staff will:</p> <ul style="list-style-type: none"> • set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects. • Plan and deliver a well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject. • provide frequent, clear explanations of new content, delivered by a teacher in the school or through high quality curriculum resources and/or videos. • gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work. • adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding. • plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers. • avoid an over-reliance on long-term projects or internet research activities. • provide printed resources, such as textbooks and workbooks, for pupils who do not have online access. • recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support, and so schools should work with families to deliver a broad and ambitious curriculum. <p>From at least the end of September onwards:</p> <ul style="list-style-type: none"> • Curriculum sequences will allow access to high-quality online and offline resources and teaching videos which are clearly linked to the school's curriculum expectations (new curriculum maps). • Online tools will be used consistently across the school and will allow for interaction, feedback and assessment. • Parent/carers will monitor the safety of pupils when they are working online from home and will follow the codes of conduct sent home by the school when engaging in any future online learning.
d) Physical Activity	<ul style="list-style-type: none"> • PPA staff will ensure that children/staff will wash hands before and after physical activity. • PPA staff in conjunction with the Premises Manager, will ensure that all equipment is thoroughly cleaned between each use by different groups/bubbles or set apart for 48/72hours. • Children will not share equipment. • Contact sports will be avoided. • Physical activity will take place outdoors where possible.

	<ul style="list-style-type: none"> • The hall will be used in the event of extreme inclement weather only, maximising distancing between pupils and paying attention to cleaning and hygiene, ensuring maximum ventilation through opening doors and windows. • Break times will be physically active whilst encouraging physical distancing in class bubbles. • We will encourage active travel through the schools Travel Plan to enable pupils to be physically active before and after school.
<p>e) Supporting the well-being and mental health of all pupils and staff</p>	<ul style="list-style-type: none"> • Staff will focus on: <ul style="list-style-type: none"> ○ Supporting the rebuilding of friendships and social engagement where needed. ○ Addressing and equipping pupils to respond to issues directly linked to coronavirus. ○ Supporting pupils to improve their physical and mental well-being. • Staff will provide more focused pastoral support where specific issues are identified (MindEdlearning Hub). • Staff will look out for changes in pupil emotions e.g. anxiety, stress or low mood. Training on the Recovery Curriculum materials (from the Southwark Diocesan Board of Education) to support them to manage the well-being and mental health of pupils upon their return to school will be delivered. • The Governing Board and School Leaders will regard staff well-being when making decisions about the day to day running or strategic oversight of the school. • The Head Teacher will share this risk assessment with all staff along with the staff handbook and the arrangements for staffing bubbles by the end of the summer term. • The education support partnership helpline will be shared with all staff. • Teachers will refer children demonstrating ill mental health or children whom are struggling to reintegrate into school life to the Inclusion Manager who will source support for that child and liaise with home. • The Inclusion Manager will liaise with staff and provide materials to support children in class; either on a 1:1 basis or in a small group, as required. • The Inclusion TA will allocate an extra half a day in her timetable to provide more targeted ELSA support. • The Inclusion Manager will liaise with the PSHE coordinator and source additional materials to use to support children's reintegration into school, promote positive relationships with their peers and support their emotional wellbeing. Additional PSHE sessions will be applied to address specific issues as they arise. • The Inclusion Manager will refer children with autism to the Wandsworth autism support service to provide advice on how to support their wellbeing in school.
<p>f) Managing safeguarding concerns</p>	<ul style="list-style-type: none"> • All staff will monitor all pupils for changes in their demeanour and will refer any concerns to the relevant member of senior staff as soon as possible. • All safeguarding concerns will be referred to the DSL and the DSL only. • Staff will receive training in the use of electronic data management tool: 'MyConcern'.

	<ul style="list-style-type: none"> • All safeguarding concerns which reach the threshold for referral to social care will continue to be referred in a timely way. • Designated safeguarding leads will be provided with time – especially in the first few weeks of term – to help them to support staff and children regarding safeguarding and welfare concerns, as well as the handling of referrals to social care.
g) Managing behaviour expectations	<ul style="list-style-type: none"> • In the usual way and as at the start of every academic year, staff will spend time with their classes establishing a class charter (behaviour expectations) for their classes. Charters will cover additional expectations around social distancing and good personal hygiene. • All staff will manage behaviour according to the school's behaviour policy and practice. • Deliberate coughing or spreading of germs will be treated as a high level behaviour during this period.
h) Educational visits	<ul style="list-style-type: none"> • Local visits will continue. • Trips involving public transport will not resume in September until at least half term. • Overnight trips are not permitted in government guidance.
i) School uniform	<ul style="list-style-type: none"> • All pupils will wear full and correct uniform to school. • Trainers will continue to be allowed until at least half term.
j) Extra-curricular provision	<ul style="list-style-type: none"> • Putney Wraparound will deliver before and after school care from the school hall. • Extra-curricular clubs will not be offered in the autumn – to be reviewed at half term.