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Risk Assessment 1 COVID 19

Opening Statement

The school's risk assessment for re-opening the school for more pupils as of the 15th June can be seen below. This has been disseminated to all staff and signed off by the Governing Body. Each individual teacher has completed risk assessments for their own classroom and pupils, following the principles below. Please advise us if you would like a copy of the individual risk assessment for your child's class.

General Principles

Date	Risk	Actions taken to minimize risk	Who will be impacted upon	Level of Risk	Review date	Outcome of review	Who risk assessment will be shared with
1/6/20	1a. Use of public transport for staff and families	<ul style="list-style-type: none">- Timings of key year groups for phase 1 have taken into account staff members who use public transport-End of school day between 2 and 3 pm to allow families and staff to avoid end of day rush hour-school closed for all staff at 3:00pm to ensure all members of staff avoid rush hour i.e. no after school provision-school open from 5:00am for cleaning staff so staff are able to access site prior to rush hour-Flexibility of start times identified for families who use public transport and arrangements made to take pupils at different times for those who cannot walk/cycle to schoolSoft starts for all key year groups to allow flexibility for families/staff using public transport	Staff and families who use public transport	TOLERABLE RISK (Low) 2	Daily Issues with public transport to be reported to member of SLT		Staff Parents via Parent leaflet



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1/6/20	1b. Safe entry and exit to the school site	<ul style="list-style-type: none"> -staggered arrival and end of day timings -Parents with children in multiple year groups to be contacted prior to returning to school by SLT to discuss timings and process for drop off and pick up. -soft starts with no pupils being expected to line up but rather entering straight into classrooms -Year 6 parents to leave pupils at school gate to minimize adults on site -Members of SLT and premises manager on gate duty daily with markings to encourage distance between staff and parents -Markings outside of gate to ensure if waiting at gate there is a clear 2 metre distance marked out SLT to actively encourage parents to email or telephone rather than speak directly to them if possible - SLT member to support flow of traffic/ socially distanced waiting areas on narrower sections of the path when dropping and collecting younger children. -No parents inside school building at any time -Children in younger years to leave in a staggered way and released by members of staff to minimize contact with other parents 	Parents and pupils SLT members on gate duty	TOLERABLE RISK (Low) 2	Daily monitoring by SLT and premises manager		Staff Parents via Parent Leaflet
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		-Parental leaflets with guidance on how to enter and exit the site safely sent to parents prior to opening					
1/6/20	1c. Hand washing	<ul style="list-style-type: none"> -Sanitiser to be used on entry into school (available at school gate) and at all entry points prior to entering classroom or school building Year 6 outside external door, year 1 and reception taken to wash hands upon arrival -Bell changed to time hour intervals which indicate hand washing -hand washing upon exiting and entering classroom and lunch halls One pupil per basin at the sink, maximum of 4 pupils at any given time in toilets -staff to take turns to monitor handwashing -paper towels/blue roll to be used to dry hands or air dry rather than use normal hand towels 		TOLERABLE RISK (Low) 1	Daily monitoring by staff and daily risk outcome emailed to SLT		Staff Parents and Children via letter to parents
1/6/20	1. Dealing with child who displays symptoms	<ul style="list-style-type: none"> - symptoms to be reported to Headteacher or Deputy Head (in absence a member of Senior Leadership) -child taken to office in main corridor which will be used as a designated sick bay -Full PPE equipment available for member of staff dealing with incident -parent to be called for immediate collection 	All staff members and children	TOLERABLE RISK (Low) 2	As situation occurs		All



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Emergency evacuation of the school building	<ul style="list-style-type: none"> -upon hearing the evacuation bell, all pupils exit the building via normal exit routes -emergency evacuee points for assembly to be used as normal -Distance between pupil's upon lining up to be used although emergency measures of safety override social distancing measures 	All staff members and children	TOLERABLE RISK (Low) 1	As situation occurs		Staff and pupils
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Staffing

Date	Risk	Actions taken to minimize risk	Who will be impacted upon	Level of Risk	Review date	Outcome of review	Who risk assessment will be shared with
1/6/20	2a. Not enough staff/staff becoming unwell	<ul style="list-style-type: none"> -low number of pupils returning make the risk from reduced staff numbers a low and tolerable risk -high staff ratios and class sizes below guidance of 15 per bubble, due to every class having less than 30 pupils per class, -staff who display symptoms need to be tested in one of the Lambeth Hubs which means that if tested negative, return to school as will not require 7-day isolation -illness related to COVID-19 to be reported to school business manager to be logged 	Risk that some staff members may needed to be added to 'bubble'	TOLERABLE RISK (Low) 2	As situation occurs		Staff



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		<ul style="list-style-type: none"> - school business manager to organise for staff testing via Lambeth - Contact points to be traced within 'bubbles' and school if positive result confirmed. Isolations enforced. -all other illnesses to be reported using normal school procedures -if significant outbreak occurs, parents would be informed through phone calls and online platform, and school would be closed 				
1/6/20	2b Staff who meet criteria of clinically vulnerable	<ul style="list-style-type: none"> -Headteacher has been in contact with all people who meet criteria -All staff have been emailed regularly to receive updates on guidance and encouraged to contact Headteacher or seek medical advice to get written letter which outlines their shielding requirements -Individual risk assessments for staff members who meet criteria in place -Any staff with circumstances outside the criteria, but which poses a concern, have been asked to call or email Headteacher -HR advice has been sought for individuals who are unsure of their personal circumstances or advised to contact union 	Staff who meet clinically vulnerable criteria	TOLERABLE RISK (Low) 2	Individual risk assessments reviewed weekly by school business manager and HT/DH	Individual staff



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1/6/20	2c Needs of particular groups who do not meet clinically vulnerable criteria	As above, staff concerned about their particular needs that fall outside the Government Guidelines, encouraged to speak to Headteacher and discuss their personal situation -Individual risk assessments for staff members who have specific needs/requirements in place -	Other staff members	TOLERABLE RISK (Low) 2	Individual risk assessments reviewed weekly by school business manager and HT/DH		Individual staff
Practical Arrangements							
1/6/20	2d Room Capacity/ Class sizes	-Premises manager to set up socially distanced classroom as role model room during half term holiday -Premises Manager to assist all staff members to set up own classrooms on 1 st and 2 nd June using 2 metre rule -Maximum numbers to be calculated for each room on 1 st /2 nd June and numbers recorded by PM -Travel from classrooms will happen only at play and lunchtimes -Each classroom will be a 'bubble room' for 2 days, a cleaning handover day in between before new 'bubble' is in place for Thursday and Friday -Staff and pupils are grouped into Groups A and B with same rota for each week -Outdoor learning will be encouraged in Nursery, Reception	Staff and children	TOLERABLE RISK (Low) 2	Mid-week review (Wednesday)		Staff and parents via parent information form



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		and Year 1 as all children have access to outdoor environment. - Reception and Nursery will have smaller bubble sizes with set adults – ideally reaching a maximum of 8 in line with EYFS covid-19 guidance. (allowing the recommended 2.3m ² of space for children between 3 – 5 years of age)					
Practical Arrangements							
1/6/20	3a. Transitions	-During phase 1, staggered break and lunchtimes will mean that classes do not have to pass each other in the corridors -Lining up will be discouraged as it will be more difficult to maintain distance Soft starts mean that lining up won't be necessary at the start of the day -Staff will allow children to leave one at a time at end of day, using other adult in classroom to support this by waiting in playground to identify adult picking-up child -Year 6 children will exit to main gate where SLT will identify if child is being collected although majority of year 6 pupils go home alone -playtimes: children will be released individually onto the playground -lunchtime: children will be sent to the hall one by one for lunch and as	Staff and children	TOLERABLE RISK (Low) 2	Daily		Staff



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		they finish, they will go to the playground. Designated tables for each bubble group with seats spaced around the table to ensure distancing. Staff will support pupils to become familiar with routines.					
1/6/20	3b. Cleaning Arrangements	<p>-Cleaning contractor will clean the school each morning</p> <p>-Staff to highlight any cleaning concerns upon arrival to premises manager who will rectify concerns. Concerns will be logged and reported to School Business Manager to liaise with cleaning contractor.</p> <p>-Handwashing arrangements to be re-visited with all staff and by staff to pupils regularly</p> <p>-Hand washing by pupils to be monitored by all staff</p> <p>-Toilets to be checked, cleaned and signed off by PM two times per day. Sign off sheets to be handed by PM to SBM each day with issues identified in toilets. These to be addressed with staff immediately. If not urgent, discussed at Wednesdays handover meeting</p> <p>-Premises Manager to ensure class cleaning packs are regularly stocked. Class cleaning packs include:</p> <ul style="list-style-type: none"> - Dettol Spray 	Staff and children	TOLERABLE RISK (Low) 2	Daily		Staff



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		<ul style="list-style-type: none"> - Blue Roll/paper towels - Non latex gloves - Hand sanitizer - Tissues for pupils - Aprons <p>For EYFS and Year 1, additional bottles of Milton Liquid to sanitise plastic equipment and buckets All classes to have lidded bin preferably with foot pedal.</p>					
1/6/20	3c. Staff room arrangements	<p>-staffroom to be used only to store/heat up food, get water or make hot drink</p> <p>-staffroom not to be used to sit and eat</p> <p>-hot drinks if carried from staffroom during school day need to be in appropriate insulated cup with lid</p> <p>-staff to eat in own classrooms or outside where possible (if they wish)</p>	Staff	TOLERABLE RISK (Low) 1	Daily		Staff



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Pupil Arrangements							
4a.	Playtime Arrangements	<ul style="list-style-type: none"> - Designated first aider who is able to wear PPE if needed per bubble - Adults linked to bubble to supervise during play and lunchtimes - Bubbles to have different times for play and lunchtime - Playground climbing frames wiped down throughout the day. 	Staff	TOLERABLE RISK (Low) 2	Daily		Staff/Parents
4b.	Lunchtime Arrangements	<ul style="list-style-type: none"> - Pupils will access the hall through normal doors (doors to be propped open so that children are not required to touch these) - Seats (measuring up to 2 meters) distanced between pupils 	Staff	TOLERABLE RISK (Low) 2	Daily		Staff/Parents
4c.	Arrangements for visitors	-During phase 1, no visitors to the school will be allowed	Staff	TOLERABLE RISK (Low) 1	Daily		Staff/Parents
4d.	Trauma for adults and children	<p>Children</p> <ul style="list-style-type: none"> -The LA will be providing staff meeting content on recognising signs of trauma. -Poor behaviour, particularly if changes in behaviour different from pre-lockdown behaviour, referred to SLT through school's normal procedures <p>Adults</p> <ul style="list-style-type: none"> -Support available for staff or parents where needed. Requests sought in person or via email from HT 	Staff	TOLERABLE RISK (Low) 2	Daily		Staff/Parents



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		-Details of how to contact the Gaia centre for domestic abuse available for staff and parents -Staff briefing on signs of abuse so that they are fresh in teachers' minds					
4e.	Intimate Care for pupils	-pupils who are not toilet trained are currently not returning to school due to higher level of risk this poses -accidents from pupils will be dealt with by member of staff within bubble but can be supported by SLT member -Full PPE available for any staff member who needs to change pupil -Parents to be called if needed to support or collect	Staff	TOLERABLE RISK (Low) 2	Daily		Staff/Parents

Each individual teacher has completed risk assessment for their own class. These are currently being held by individual class teachers but will be posted on Dojo to individual classes.

The general principles below are followed for each classroom

General Arrangements in classrooms:							
5a.	Class size/layout	<ul style="list-style-type: none"> - Bubbles of no more than 8 pupils per Early Years classroom - Bubbles of no more than 12 pupils per KS1 and 2 classrooms - Additional Furniture removed to allow easier access for pupils and staff - 2 metre distance measured in KS1 and 2 between seats 	Staff/Pupils	TOLERABLE RISK (Low) 2	Weekly		Staff and parents



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		<ul style="list-style-type: none"> - Cabinets with self-access drawers to be turned around or drawers removed. 					
5b.	Resources	<ul style="list-style-type: none"> - All soft furnishings that cannot be cleaned have been removed - Tables and surfaces to be cleaned down every day. - In younger years children will have some resources allocated to their bubble such as building blocks, colouring pencils and reading books. Other resources that will be shared across bubbles such as toy dinosaurs and painting equipment will be cleaned at the end of each day. - All children will have their own set of equipment- pencil, rubber, whiteboard pen, whiteboard, sharpener, glue stick and scissors in their own pouch which will be stored in their tray. For EYFS, this may include items such as playdough etc. - Trays repositioned and peg names to ensure spacing. Coats, bags and lunchboxes to be stored on/ under pegs in lower classrooms and in older classrooms on chair at individual table. 	Staff/Pupils	TOLERABLE RISK (Low 2)	Daily		Staff and parents
5c.	Handover between bubbles	<ul style="list-style-type: none"> - Review of risk assessments will take place each week during 	Staff/Pupils	TOLERABLE RISK (Low 2)	Daily		Staff and parents



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		<p>handover to review and adapt any risk assessments as necessary</p> <ul style="list-style-type: none"> - Cleaning of all equipment used during Bubble 1 will be completed in preparation for Bubble 2 					
5d.	Physical Education	<ul style="list-style-type: none"> - PE lessons to be carried out in the playground when possible. - Non-contact activities to be undertaken: sprinting, obstacle courses, athletics, tennis. - Pupils given designated areas to practice in. - Where resources are used, each pupil to have their own equipment, which is to be cleaned before being returned. - Where resources are shared, pupils to wash hands before and after use. 	Staff/Pupils	TOLERABLE RISK (Low 2)	Daily		Staff and parents
5e.	Curriculum and learning activities	<p>In EYFS, Emphasis on recapping old class rules and introducing new. Emphasis on PSED and PD to promote wellbeing, hygiene, safety and movement. Activities to promote communication and language. Majority of learning will take place outdoors. When indoors, children to be given carpet spaces which are 2m. In Year 1-Carpet sessions will take place with children sitting on chairs, to prevent moving around the space. Carpet</p>	Staff/Pupils	TOLERABLE RISK (Low 2)	Daily		Staff and parents



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		<p>sessions to promote larger group interaction.</p> <ul style="list-style-type: none">-Children to complete work relating to carpet session with adult.-Children will be free to move around activities as they wish, no more than 2 children at each activity at a time.-Similar activities inside and outside so that children have the option of where to go. <p>In Y2-6 -Pupils will be taught the home learning activities in school. In the afternoon, pupils will complete project activities. To avoid working in small groups, there will be whole class debates, quizzes, and games that pupils can interact with safely from their tables whilst maintaining social distancing.</p> <ul style="list-style-type: none">-There will not be any carpet sessions. Pupils will sit at their individual desks during whole class teaching.				
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Additional Notes

Disposal arrangements for any PPE equipment brought to school by students	<ul style="list-style-type: none">• This has been raised with the Public Health team in Lambeth who will respond shortly• Current PHE guidance is that face coverings need only be worn where social distancing cannot be maintained e.g. on public transport or in some shops. It is not considered that it is required in schools except where the routine already involves PPE use due to intimate care needs.
Adaptions to the Behaviour policy	<ul style="list-style-type: none">• Unified approach discussed with all staff during training and reviewed as necessary daily/weekly.• Use of behaviour policy to ensure safety of pupils and staff when pupils are deliberately defiant with regards to new school rules and routines. New routines and rules are reviewed with all pupils at the beginning of each day ensuring pupils understand the requirements for distance, hand washing, movement around school (key points lunch, break time or PE etc.) and awareness of others. Discussions around what to do if you are unwell, anxious, unsure and how to deal with it. Concerns and queries dealt with. Posters and signage around school to support pupils to follow new routines and rules around school. Younger children taught handwashing song and resources from DFE used to discuss the coronavirus with pupils as part of PSHE sessions.