

**Southbourne Infant School**  
**All children returning to school**  
**September 2020**

**Risk Assessment for all staff**

**Wording in red is taken from the Government Guidance for full opening of schools 2/7/2020 and 28/8/2020**

Hazard	Control Measure
<p>General Safety of all is compromised</p> <p>Spread of COVID 19</p>	<p>Copy of UK Govt. poster (Staying COVID-19 secure in 2020 statement) completed and displayed in the entrance so that staff, pupils and visitors can see it.</p> <p>SLT understand the NHS Test and Trace process and how to contact their local Public Health England health protection team.</p> <p>Surrey &amp; Sussex HPT (South East)  Public Health England  County Hall North (Parkside)  Chart Way  Horsham  RH12 1XA  Email - PHE.sshpu@nhs.net  Telephone - 0344 225 3861 (option 1 to 4 depending on area).  Out of hours advice - 0844 967 0069</p> <p>Flow chart to be displayed in main office and HT's office</p> <p>Poster to remind parents of process for a suspected/confirmed case of COVID 19; displayed in all classroom windows and in main office</p>

Hazard	Control Measure
Safety of School Building compromised (eg Asbestos Fire Electricity Gas Water)	<p>School has remained open since the lockdown on 23rd March 2020.</p> <p>Regular safety checks have continued throughout this time as usual.</p> <p>Fire extinguisher check was initially postponed, has now been completed.</p> <p>Fire drill to be arranged soon after opening</p> <p>Climbing equipment has not been used; this will be checked again when 'opened' in September</p> <p><b>Fire doors must be kept closed. Fire doors can only be held open by automatic releasing hold-open devices specifically designed and installed for this purpose</b></p> <p>Fire doors will not be propped open, however, to minimize 'touchpoints', classroom and outer toilet doors will remain wedged open during the school day</p>

Hazard	Control Measure
<p>Governance is not effective</p> <p>The non-compliance with strategic functions during re-opening from 1st September 2020</p> <p>The governing board (GB) are being operational and not strategic</p> <p>The governing board failing to act within the legal framework</p> <p>Due to a lack of availability, risk of all governors not having equal status and rights</p> <p>The governing board is not acting as a corporate entity with individual governors acting on their own without being delegated to do so.</p> <p>Governors not having sight of ongoing risk assessments</p> <p>Ineffective communication</p>	<p>"Ensure all statutory duties are met  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/788234/governance_handbook_2019.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/788234/governance_handbook_2019.pdf</a>"</p> <p>Ensure all strategic functions are fulfilled in a pragmatic way</p> <p>Effective leadership and management of the GB by the chair</p> <p>Ensure virtual meetings are timely.</p> <p>Virtual meeting are safe.</p> <p>Ensure GB is confident that all meetings remain confidential.</p> <p>Ensure governors have been able to hear all aspects of the meeting and decisions are understood</p> <p>Being aware and monitoring risk assessments in a timely and agreed manner.</p> <p>Ensure safe forms of communication and transference of documentation.</p> <p>Effective duty of care to leaders and staff</p> <p>Effective communication.</p> <p>Devise means of monitoring workload.</p> <p>Effective duty of care for governors</p> <p>Clear and timely communication by the chair</p> <p>Chair(s) meet weekly with Headteacher</p>

Hazard	Control Measure
Lack of social distancing during drop off/collection	<p>Stagger drop-off and collection times – children in each year group to arrive/be collected at different times.            Parents to be told to stick to their times, not to arrive early or late to minimise contact  <b>Year R;8.40-2.55, Year 1 8.50-3.05, Year 2; 9.00-3.15</b></p> <p>Parents will be advised of the drop and collection points and times for each group. ONLY ONE PARENT IS TO DROP OFF/COLLECT THEIR CHILD</p> <p>There will be a one way system for drop-off and collection; down the path, across the artificial grass, then along the new track, back to the gate, this will be signposted initially, LP to direct at drop-off.</p> <p>Member(s) of staff to be outside to direct parents initially, then as necessary</p> <p>Parents/carers are to remain socially distant at all times on the school premises (signs to remind parents around the school grounds) and not to enter the school building.</p> <p>Only one person to be allowed into the reception area at a time (sign displayed).</p> <p>Sliding glass windows in office NOT to be opened, minimal contact to be made (no physical contact)            If window is opened, use of visors is strongly recommended (stock kept in office)</p> <p>Communication is encouraged by phone/email where possible.</p>

Lack of social distancing during drop off/collection contd

Some schools may keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport

Loveders;

It has been agreed that children from all year groups will be collected from a central point (hall) at 8.45am and 3.00pm. Temperatures to be taken by Loveders staff before taking children.

All Infant children will travel in a separate vehicle to junior children

No visitors/staff/children/families/contractors can enter the building if they have symptoms.

Visitors, eg Social Workers to wear masks/visors

The adults in the classroom will *closely* supervise handwashing as all children enter the classroom and then throughout the day at agreed intervals.

Children will not bring things back and forwards from school to home. . (eg books, toys)

No After School Clubs except Brighton + Hove (year 2) OUTSIDE (12 max)

Yoga and BHA during the day (working with separate class bubbles)

THE TOILET NEAR RECEPTION WILL NOT BE USED BY PARENTS OR CHILDREN AT THE START AND END OF THE DAY – CHILDREN TO RETURN TO CLASSROOMS IF DESPERATE

Hazard	Control Measure
Spread of Covid19	<p data-bbox="359 139 2517 237">Class Bubbles; Children in Year 1 and 2 will remain in class bubbles, children in Reception will be in a Year group bubble.</p> <p data-bbox="359 311 2430 408">Classes will remain the same, based in the same classroom, until we are told otherwise. The same staff will work with their groups as much as possible.</p> <p data-bbox="359 482 2186 525">There will be no direct contact between groups. Break times and lunchtimes will be staggered.</p> <p data-bbox="359 596 2517 753">Schools should assess their circumstances and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, they can look to implement year group sized 'bubbles'. Whatever the size of the group, they should be kept apart from other groups where possible</p> <p data-bbox="359 825 2491 1039">Our Early Years area and the appropriate delivery of the Early Years Curriculum does not lend itself to 2 separate class areas as there are very small classrooms with 2 shared areas. We will therefore have an Early Years bubble of 60 children. Children in Early Years spend a good deal of their day outdoors, which will help to minimise the risk.</p> <p data-bbox="359 1168 2499 1268">We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.</p> <p data-bbox="359 1282 2461 1382">When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can also be reduced by keeping pupils in the smaller, class-sized groups described above.</p>

Hazard	Control Measure
<p>Spread of Covid19</p>	<p>Tables and chairs will be laid out differently in each year group; in rows in Year 2 and in U/V shapes in Year 1.</p> <p>Tables in Year R will be arranged so that children are not close/facing each other.</p> <p>Children in Year 2 will have their own tables (in rows, facing the front) when working and will share resources between 2.</p> <p>Excess furniture will be removed to increase space. Unnecessary items and soft furnishing/toys in classrooms that cannot easily be cleaned every day will be removed and stored elsewhere in the school.</p> <p>Feedback will be given from an appropriate distance.</p> <p>Interactive whiteboard/Clevertouch screens not to be used by children.</p> <p>The adults will adhere to social distancing <b>where possible</b>.</p> <p>Shared areas, touch points and surfaces will be disinfected regularly throughout the day, as well as before and after lunch. Every classroom will have an anti-bac spray (D10) and blue roll.</p> <p>Cleaning Company (Churchill's) will adhere to new guidance and ensure that staff are aware of this; cleaning to be particularly thorough, including touch points, toilets, sinks etc</p>

Hazard	Control Measure
<p>Spread of Covid 19</p>	<p>NO BAGS TO BE BROUGHT INTO SCHOOL <b>only water bottles and lunch boxes in the first instance.</b>  No PE bags in school; review after 2 weeks re PE kits in school (w/b 21/9)</p> <p>Coats will be on pegs as usual. Squirrels class will use the shared cloakroom, Badgers class will use their classroom.</p> <p>Stationery will be shared between 2 in Year 2, any plastic/construction resources that are shared will be kept within the class and disinfected weekly.</p> <p>Shared areas, touch points and surfaces will be disinfected throughout the day (minimum before and after lunch)  Every class to have D10, blue roll and anti-bac  No sand or dough to be used, unless for individual use  Laptops/i-pads/desktops will be cleaned after use and children will wash their hands before and after use.  Adults in reception classes share sink area; regular cleaning necessary  <b>Outdoor lessons will be planned as often as possible.</b> A timetable for the outdoor areas will ensure there is no direct contact between groups.  Outdoor PE equipment will be allocated to each class and will not be used by other classes. It will be cleaned weekly.  Hands to be washed regularly and play and lunchtime. Hand sanitisers are available and may be used under the direction of an adult, (snack time) <b>but the preference is to use soap and water as it is more effective.</b>  Children in Year R to wash hands after being in outside area.  Extra hand washing stations outside classrooms</p>

Hazard	Control Measure
<p>Spread of Covid 19</p>	<p>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Again, we recognise this is not likely to be possible with younger children and teachers in primary schools can still work across groups if that is needed to enable a full educational offer.</p> <p>ALL STAFF TO WASH THEIR HANDS ON ARRIVAL AT SCHOOL AND AS OFTEN AS POSSIBLE DURING THE DAY  Regular handwashing to continue; gel to be also available to use, with supervision (snack time).  Adults to closely supervise all handwashing ensuring the children follow the guidelines – washing hands for 20 seconds and drying them thoroughly.</p> <p>Each class to have a ‘Snuffle Station’ equipped with tissues. Any used tissues to be collected in nappy sacks, (supply in each room) tied and disposed of. Or snuffle station to be next to the toilet; used tissues to be flushed immediately.</p> <p>Any used tissues to be collected in nappy sacks (snuffle station), these to be tied and disposed of (supply in each room) or ‘snuffle station’ to be next to toilet, used tissues to be flushed away immediately.</p> <p>External and internal doors (apart from fire doors) will be propped open, and rooms will be well ventilated. Windows and doors will ideally be open.</p> <p>Groups should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group.</p>

Hazard	Control Measure
<p>Movement around the school (corridors and toilets)</p>	<p>Reduce movement around the school - classes are to stick to their own room during the day. Toilets are within the classrooms, so children do not need to move around the school.</p> <p>Corridors; walking on the left at all times (adults only apart from Badgers class going to the hall for lunch)</p> <p>Toilets; adults will supervise to ensure children don't come in contact (one child at a time in the toilets). All classes to use own toilets, Hedgehogs to use disabled toilet External toilet doors to be wedged open to minimise touchpoint contacts.</p> <p>Extra soap and hand sanitiser ordered to ensure we do not run out.</p> <p>Children must only move around the school accompanied by an adult if there is a <b>first aid emergency</b> (office).</p>
<p>Safeguarding No DSL available to lead school safeguarding provision or lead response to a specific safeguarding</p>	<p>At least one DSL available at all times in the school (Louise Partridge, Cathy McErlean, Linda Sherlock)</p> <p>If none available, liaise with Junior school, who are able to support temporarily (Louise Gasser, Karen Lowry, Dave Rock)</p> <p>Safeguarding/Child Protection conferences and meetings to continue virtually</p>

Hazard	Control Measure
Playtimes and lunchtimes	<p>Staggered break &amp; lunchtimes so that classes/bubbles are not mixing together (timetable to be strictly adhered to)</p> <p>Each group to have own route to and from the playground, using external classroom doors, to avoid contact with other groups</p> <p>Teachers will discuss with the children socially distant activities for playtimes.</p> <p>Outdoor PE equipment: each class/bubble will be allocated a basket to be used solely by that class and cleaned weekly.</p> <p>Climbing frames/play equipment <b>will only be used by one class (Year 2 classes alternating) 72 hours left before swapping classes</b></p> <p><b>See timetable</b></p> <p>Use of the staff room will be staggered as far as possible the table in hall and chairs to be used in addition to staff room if necessary. The teacher and TA for each group will cover each other's breaks.</p> <p>Extra tea/coffee station set up in staffroom. Touchpoints to be disinfected at least daily. Gel or gloves to be used if emptying dishwasher</p>

Hazard	Control Measure
Lunchtimes	<p>Each class/bubble will have their own MMS; this will not change. In the case of sickness, one of the spare MMS team/the class TA/CK/LP will be asked to cover.</p> <p>The hall will be used for lunchtime for all children.</p> <p>One year group at a time will have their lunch (see timetable)</p> <p>Children to be reminded of the menu choice in order to speed up the service</p> <p>Tables will be set up in a different layout; safely distanced from each other.</p> <p>Children will line up and choose their lunch; MMS will pass it to them, to avoid close contact with Chartwells staff.</p> <p>Puddings and drinks to be placed on table at the edge; children to collect whilst staying at their side of the hall.</p> <p>MMS/staff to use one set of cutlery to cut up children's food</p> <p>Tables and chairs to be thoroughly cleaned after each year group</p>

Hazard	Control Measure
Risk of spreading the virus	<p>Contact all contractors (food, cleaning, maintenance etc.) to ensure they are aware of protocols.</p> <p>Additional cleaning requirements discussed with cleaning contractors to include the use of anti bac for all surfaces, handles and toilets.</p> <p>Risk assessment and guidance to be explained, when appropriate, to visitors before or on arrival; visits to take place before or after school if possible. Masks/visors to be used (we can provide these)</p> <p>Main entrance door to be wedged open for staff from 7.45am to 8.45 am to reduce necessity to touch entry system/handles. These to be disinfected regularly (office staff)</p> <p>All soft furnishings (cushions, teddies etc.) and toys to be removed.</p> <p>Resources will be kept in the classroom and used only for that group.</p> <p>Classroom based resources can be used and shared within the class; these should be cleaned regularly, along with all frequently touched surfaces.</p> <p>Reading scheme books – teacher will select books, once read to be placed in a labelled tray and left until the following Monday to be returned.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p>

Hazard	Control Measure
<p>Risk of spreading the virus</p>	<p>If anyone has a cough/temperature/feels unwell at school, they will be sent home. They will need to self-isolate for 14 days, or until tested negative.</p> <p>If an unwell child is waiting to be collected, they will be kept in a room on their own supervised by one adult with the door closed and a window open. If this child/adult needs to go to the toilet before being collected, they will use a separate toilet (near the office) and it must be thoroughly cleaned/disinfected afterwards before anyone else can use it.</p> <p>Contactless infra-red thermometer available to check children/staff temperature.</p> <p>Masks available for staff administering first aid</p> <p>PPE will be worn by staff working with children displaying symptoms (stored in Leigh's office).</p> <p>If a child or adult shows symptoms <b>and</b> tests positive for COVID-19, then the whole group that the child was in will be sent home and they must self-isolate for 10 days.</p> <p>If other cases are then also confirmed at the school, then PHE will advise the HT/school on next steps/possible closure</p> <p>SEE GUIDANCE FOR SCHOOLS DOCUMENT FOR MOST UP TO DATE ADVICE</p>

Hazard	Control Measure
Shielding and clinically vulnerable children and staff	<p><b>Shielding advice for all adults and children paused on 1 August.</b></p> <p>Maintain open communication with all staff and refer to Occupational Health if appropriate.</p> <p>Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example, those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in Risk Assessments in order to support those pupils and the staff working with them.</p> <p>See individual risk assessments</p>

Hazard	Control Measure
<p><b>Risk of spreading virus due to close contact (intimate care/first aid/restraint) with children – 1:1 and restraint</b> resulting in direct transmission of the virus</p>	<p>Consider approach to social distancing for individuals who will need to access positive touch as a form of reassurance or to help them exhibit pro-social behaviours.</p> <p>Ensure all teams are aware of this and that it applies consistently- plan staff training being aware that some pupils with SEND are not able to socially distance, how will this risk be mitigated by good hygiene practices.</p> <p>Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way that puts staff at risk.</p> <p>Timetable/plan put in place for admin staff to use offices</p> <p>First Aid kit and yellow bag to be kept in each classroom, ACCIDENT BOOK MOVED TO THE HALL SO ALL CAN ACCESS</p> <p>PPE should be worn by staff working with children displaying symptoms. <i>PPE (gloves, aprons, masks) available for use with child with intimate care needs</i></p> <p>If anyone has a cough/temperature/feels unwell at school, they must be sent home immediately. They will need to self-isolate for 10 days, or until tested negative. POSTERS up in entrance and all classroom windows.</p> <p>PPE has been supplied by WSCC for use if someone displays symptoms. Extra gloves and hand sanitiser purchased</p>

Hazard	Control Measure
<p><b>Risk of spreading virus due to close contact (intimate care/first aid/restraint) with children – 1:1 and restraint</b> resulting in direct transmission of the virus contd...</p>	<p>If a child is waiting to be collected, they should be kept in the entrance/reception on their own (or supervised depending on their age) on a plastic chair.</p> <p>If this child/adult needs to go to the toilet before being collected, they should use a separate toilet (near office) and it must be thoroughly cleaned/disinfected afterwards before anyone else can use it.</p> <p>If a child or adult shows symptoms and tests positive for CoVid-19, then the whole group that the child/adult was in must be sent home and they must self-isolate for 14 days.</p> <p>If other cases are then also confirmed at the school, then PHE will advise the HT/school on next steps or possible closure.</p> <p>(Government guidance states that <b>“Wearing face coverings or face masks is not recommended for general work with children”</b>)</p>

Hazard	Control Measure
Emotional stress of staff	<p>Social distancing adhered to for all meetings within school.</p> <p>Details of the support helpline, West Sussex Core Group shared with staff.</p> <p>At least one member of SLT on site every day for staff to share concerns.</p> <p>Risk assessments to be reviewed weekly.</p> <p><b>Bereavement support available for staff and pupils. Access online resources eg Winstons Wish, ensure that staff supporting children (including DSLs, Pastoral leads, SENCOs and TAs) have additional informal support form SLT and others and that they are personally resilient enough to provide this support to the pupils. Contact the EPS if significant level of concern remains.</b></p> <p>LP has completed Winston's Wish online bereavement training course and attended a course run by St Wilfred's Hospice (Supporting Children who are Bereaved)</p> <p>Books and activities available (from LP and LS)</p>

Hazard	Control Measure
Emotional stress of children	<p>Curriculum adapted with emphasis on wellbeing and social and emotional support.</p> <p>All efforts will be made within social distancing to comfort any distressed child.</p> <p>An adjusted timetable will be implemented to aid transition back to school.</p> <p>Year Group Email addresses for any queries/worries to be reviewed at half term</p>
Children's anxiety about return to school	<p><b>Arrangements to manage pupil wellbeing - anxiety, stress, low mood etc will be in place</b></p> <p>PowerPoints emailed to all Year R and 1 children, with new teacher/TA info and offer to contact with any info/questions/worries via Year group email</p> <p>1Decision planning tool will be used</p> <p>SEAL resources will be used</p> <p><b>Be aware that pupils who have previously not used challenging behaviour to signal distress may respond differently after their experiences over lockdown.</b></p>

Hazard	Control Measure
<p>Children’s anxiety about return to school contd...</p>	<p>Updated policies understood and consistently applied. Review and update existing individual behaviour plans in line with how you are going to manage physical interventions if needed. Are there proactive measures that can be put in place (timetabling, environmental, social load, academic expectation, sensory arousal) to reduce the need for physical interventions.</p> <p>Bereavement support for staff and pupils. Access online resources eg Winston's Wish, ensure that staff supporting children (including DSLs, Pastoral leads, SENCOs and TAs) have additional informal support from SLT and others and that they are personally resilient enough to provide this support to the pupils. Contact the EPS if significant level of concern remains.</p> <p>Transition support planned for those returning to school, explain how school will be safe and how the team is ensuring everyone’s safety and how social and emotional needs are being met through a progressive, inclusive and diverse curriculum.</p> <p>Website updated with appropriate information</p>
<p>Parental anxiety about children going back to school</p>	<p>Letter to all parents at the end of the summer term, confirming organization for September</p> <p>Year Group Email addresses set up for any queries/worries</p> <p>Office emails to be checked throughout the summer</p> <p>Clear transparent communication with parents about how the risks have been managed and how they’ll be regularly reviewed</p>