



Re-Opening Phase One Risk Assessment Courtney Primary School

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COVID-19 risk assessment – Partial re-opening of schools			
Site / school name:	Courtney Primary School		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> ▪ Students ▪ Staff ▪ Catering and cleaning staff ▪ Contractors 		
Tasks and activities covered by this risk assessment:	Partial re-opening of primary schools - Reception, Years 1 and 6 from 1 June 2020 at the earliest, including: <ul style="list-style-type: none"> ▪ Pick up and drop off from school ▪ Staffing ▪ Classroom provision and Outdoor provision ▪ Cleaning and sanitisation ▪ First Aid ▪ Protocol for staff/pupils displaying symptoms ▪ Food provision ▪ Continued remote working of some staff 		
Equipment and materials used:	<ul style="list-style-type: none"> ▪ General class and teaching materials ▪ Limited sports and PE equipment ▪ Cleaning materials and equipment 		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> ▪ All school premises and grounds 		
Name of person completing this risk assessment:	SLT (Headteacher, Deputy Headteacher, SBM & EYFS/Maths Lead)		
Risk assessment approved by:	Governors	Date of approval:	
Date risk assessment to be reviewed by:	After one week of being in operation	Risk assessment no:	Version 1



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Date Last Updated: 18.05.2020 (DW + SLT extended), 19.05.20 (with TG comments), 21.05.20

Date Last shared with staff: 20.05.20

Date Last shared with Governors: 19.05.20

What is the hazard?	Area of school life affected	Who is directly affected?	How is the hazard being mitigated?	What actions need to happen next? Who?	Comments / Next Steps
1. Community at risk if not a consistent and clear approach	All	All	<ul style="list-style-type: none"> All staff and governors consulted. Closed on June 1st to give opportunity for briefing and training as necessary. Opening on June 2nd with YR. Opening on June 3rd for Y6. Opening on June 8th for Y1 based on learning made with YR. Closed all day on Friday for Y1 due to staffing Closed on Friday afternoons for YR and Y6 for at least initial period to allow briefing, cleaning and reviewing. 	<ul style="list-style-type: none"> To be agreed by governors and staff and then communicated to parents/carers. 	
2. Risk of spread of Covid throughout the school if one person infected.	All	All	<ul style="list-style-type: none"> Children are organised into ½ class sizes (maximum 15). These groups are to be referred to as 'bubbles'. Staff are assigned to one bubble so contact tracing can be used to restrict the number of people affected if there were to be a case. The exceptions to this is for First Aid (if a trained first aider is not in a bubble), the Play Therapist (who will be working with children from 2 bubbles) and the Office 	<ul style="list-style-type: none"> 	



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			Team (who have roles which span across the school). Protective equipment will be increased in these scenarios. (see also First Aid section).		
3. Spread of Covid through people bringing it into school	Drop off arrangements for parents/carers	Staff, Parents/carers and Pupils	<ul style="list-style-type: none"> Drop off will be arranged so that parents/carers do not enter the school building for any reason. Parents/carers will be asked not to visit the school office without a prior appointment but to call / email with any queries. Signs to show one way system displayed and shared with parents/carers in advance. Parents/carers ask only 1 adult and no siblings to attend drop off and pick up. Parents/carers at pick up to be socially distanced and markers set out 2m apart. Y6 Parents/carers not to come on site at all unless with siblings attending. Y6 told only leave the house with enough time to get to school only to prevent joining others on journey. Adults on each bubble's entrance to clarify there are no Covid symptoms with child nor family. There will be lines in 2m distances on the floor by each entrance to show where staff stand and where the one parent or carer would stand. 	<ul style="list-style-type: none"> Arrangements communicated for both drop off and pick up shared in advance with parents/carers. Weekly review of procedures with all changes amended on signs, guides and communications. 	



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			<ul style="list-style-type: none"> ▪ If a child is reluctant to come in, staff will not physically coax. If necessary, child will need to go back home. ▪ Drop off route agreed to minimise social contact: <i>In Gages Road out Courtney Road.</i> ▪ Drop off times staggered to minimise social contact. <i>Key Workers enter via Library 8:50 (+siblings enter at own colour door)</i> <i>Year RB enter via KS1 Door 8:50 (+older siblings enter at own colour door)</i> <i>Year RA enter via Reception Gate 9:00 (+older siblings enter at own colour door)</i> <i>Year 6A enter via KS2 door 8:50</i> <i>Year 6B enter via KS2 door 9:00</i> <i>Year 1B enter via Library 9:10</i> <i>Year 1A enter via KS1 door 9:00</i> ▪ Markers put on waiting areas to show 2m distances ▪ Signs displayed to support drop off, collection and social distancing ▪ Parents will be informed that the outdoor equipment is not to be used at drop off or pick up. This will be cordoned off. ▪ Outside toilets will remain locked. ▪ Drop off and pick up arrangements shared in advance with families ▪ Only children arriving late after 9:20 should report to main office. 		
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	<p>Pick up arrangements for parents</p>		<ul style="list-style-type: none"> ▪ Pick up will be arranged so that parents/carers do not enter the school building for any reason. ▪ Parents/carers will be asked not to visit the school office unless with prior appointment but to call / email with any queries. ▪ Parents or carers at pick up to be socially distanced while waiting using markers set out 2m apart. ▪ All play equipment out of bounds at pick up. ▪ There should be no unnecessary lingering or 'catch-ups' on the playground or near the school exit gate. ▪ Parents or carers waiting to pick up more than one child will need to stay 2m apart. ▪ Families of siblings in more than one bubble will be advised to keep them separate after school until clothes changed and hands washed back at home. ▪ One way pick up route agreed to minimise social contact: <i>In Gages Road out Courtney Road.</i> ▪ Pick up times staggered to minimise social contact. <p><i>Monday – Thursday</i> <i>Year RB exit via KS1 Door 2:50</i> <i>Year RA exit via Reception Gate 3:00</i> <i>Year 6A exit via KS2 door 3:00</i> <i>Year 6B exit via KS2 door 3:10</i></p>	<ul style="list-style-type: none"> • Arrangements communicated for both drop off and pick up shared in advance with parents/carers. • Weekly review of procedures with all changes amended on signs, guides and communications. 	
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			<p><i>Key Workers exit via Library 3:15</i> <i>Year 1B exit via Library 3:00</i> <i>Year 1A enter via KS1 door 3:10</i> Fridays: <i>Year RA exit via Reception Gate 12:00</i> <i>Year RB exit via KS1 Door 11:50</i> <i>Year 6A exit via KS2 door 11:50</i> <i>Year 6B exit via KS2 door 12:00</i> <i>Key Workers exit via Library 3:15</i></p> <ul style="list-style-type: none"> Older children walking home must go straight home and not meet and mix with any other children in other bubbles. 		
	<p>Drop off and pick up arrangements for children</p>	<p>Staff, Parents/carers and Pupils</p>	<ul style="list-style-type: none"> 'Air hugs' or non-contact high fives used for children who need it. Children will only be allowed to bring in a coat, lunch box and water bottles. A mid-morning snack needs to be provided if would like. (Children in Y1, YR and on Free School Meals are eligible for packed lunch provided by school.) These will be left at their allocated workstation in the classroom (cloakrooms will not be used.) On entry children will go to the toilet unit allocated to their group and wash their hands. Children will wear home clothes which can be washed at the end of each day and are suitable for any activity at school. 	<ul style="list-style-type: none"> Guide for staff shared. Guide for children shared in advance with families Expectations shared by staff with children on first day and regular reminders. Weekly review of procedures with all changes amended on signs, guides and communications 	



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			<ul style="list-style-type: none"> Staff to wash their hands on entry and to store own belongings in the teacher cupboard. <p>Classroom bases:</p> <p>YRA in Cherry YRB in Oak Y1A in Ash Y1B in Lime Key Workers in Maple Y6A in Sycamore Y6B in Cedar</p>		
	Limiting scope for infected persons to come on to site	Staff and pupils	<ul style="list-style-type: none"> Staff and pupils will be regularly reminded not to come to school if displaying any symptoms with a reminder of the symptoms. Any staff/pupils exhibiting symptoms will immediately be sent home. (see protocol in Section 5 for sending pupils home) 		
	Attendance and Contact Tracing	Staff	<ul style="list-style-type: none"> Rota of teaching groups set up to limit the number of adults and children mixing. If staff become unavailable for work action will be taken which may include school shutting for one bubble. Attendance recorded on data return using the DFE portal daily. Children who are expected in school and do not attend will be followed up. Group registers kept for contact tracing. 		
	Catering provision	Staff, Parents and Pupils	<ul style="list-style-type: none"> Edwards & Ward will be asked to undertake a deep clean of the kitchen prior to re-opening. 	<ul style="list-style-type: none"> Contact Edwards and Ward and liaise re safe arrangements 	



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			<ul style="list-style-type: none"> • Edwards & Ward will be asked to give reassurances that all the relevant safety procedures are in place and that they are adhering to government guidelines. • Only packed lunches will be offered. • The kitchen staff will be informed of the new lunchtime timetable. • Catering providers are aware of any changes to lunch times and operating practices made. • Catering staff to minimise social contact with others and have routine set up for collection of meals. • No tuck will be provided • Bottles of water ordered in case no water bottle brought. • Cook to deliver the packed lunches ordered and leave outside each classroom. Hands will be washed afterwards. 		
	Office and visitors/parents	Staff, Parents and Pupils	<ul style="list-style-type: none"> • Perspex shield installed to protect the office staff • Outside door left open so touch is minimised • No visitors into school unless it is a pre-arranged meeting or an emergency. 	<ul style="list-style-type: none"> • Order and install Perspex shield • Clear all items from in front of office • Create and display signs of rules 	
	Clubs and lettings	Staff and pupils	<ul style="list-style-type: none"> • Not running. • No music lessons in school • Providers updated when any changes. 		



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	Play Therapy		<ul style="list-style-type: none"> Bubble extended as therapist working between two groups. Children from same year group having play therapy will be in the same bubble. Play therapist has a separate risk assessment. Play therapist to work in the Large Group Room. Hands washed by child on entry. Hands washed by PT before entry and on exit. All used resources disinfected before swap over. 		
	Non-teaching workforce		<ul style="list-style-type: none"> Office staff, site manager and cleaners to minimise contact with wider school. Cleaners and site manager to wash hands on arrival, before and after eating, before leaving as a minimum following government guidance. Gloves are to be worn. Office staff to wash hands on arrival, before and after eating, before leaving. Office staff to wash hands before moving to another section of the school and to wash hands on their return (or use alcohol gel). 		
	Contractors	Staff	<ul style="list-style-type: none"> Regular contractors using same space weekly e.g. Jon H to use PPA room. Create guidance for contractors including who to report to if they show symptoms. Contractors given PHE advice upon entry and told to report to the setting if they 	<ul style="list-style-type: none"> Communicate with regular contractors Find PHE guidance for contractors and print sets for arrival 	



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			<p>contract COVID-19. Safeguarding agreement also shared. Contractors do not work in the same space as children.</p> <ul style="list-style-type: none"> Contractors to share any procedures they have agreed with their employer before being admitted. Office staff to be satisfied that safe arrangements in school will not be compromised before admitting them. On exit, the contractor will share where they have been and which surfaces touched so these can be cleaned. 		
	Limiting number of visitors to site		<ul style="list-style-type: none"> Deliveries will be accepted in the reception hallway / back of the kitchen so that no delivery workers will enter site. Contractors on site will be limited to those required for the safe running of the school. These contractors will be asked to attend out of school hours. A record will be made of areas visited by contractors in case tracing is subsequently required. All visitors to the school will be told to wash their hands on arrival and encouraged to wash their hands on departure. 	<ul style="list-style-type: none"> Expectations to be communicated in advance or site signage 	



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4. Spread of Covid prevented through insufficient cleaning routines	Cleaning and hygiene control by cleaning staff		<ul style="list-style-type: none"> ▪ Full cleaning of the school will take place every morning before school opens. ▪ The cleaners will have been briefed on, and will follow the Government guidance on Decontamination in non-healthcare settings. ▪ The areas to be cleaned will include desks, door handles, light switches, exit switches, toilets. • Cleaning supervisor to regularly review expectations and liaise with teaching staff if a particular area has been used and needs extra cleaning. • Deep clean to take place in half term before re-opening. • Expectation that bubble staff communicate if any extraordinary use which might be missed in cleaning. 	<ul style="list-style-type: none"> • Guidance and training provided to all cleaning staff. 	
	Cleaning Products	Staff and Pupils	<ul style="list-style-type: none"> ▪ Bottles of alcohol-based hand sanitiser will be put by the two photocopiers and staff encouraged to use it before touching the photocopier. ▪ Children not to use either of the photocopiers. ▪ All those carrying out cleaning tasks will be encouraged to wear gloves and aprons ▪ Sufficient quantities of anti-bacterial spray, bleach and hand soap will be maintained. 	<ul style="list-style-type: none"> • Safe storage of cleaning products agreed and communicated. 	



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	Cleaning and hygiene control by teaching staff		<ul style="list-style-type: none"> A cleaning process for staff to follow will have been shared based on the Government advice. All areas, including switches and handles will be cleaned 2x a day. Any tea towels used will be put in the washing machine at the end of each day. Communal areas - staffroom, staff toilets, key pads, corridor switches and handles, will be cleaned by the Office Team at break and lunch. Any eye masks used will be cleaned by the person who has worn them. 	<ul style="list-style-type: none"> Cleaning routines during day to be written, agreed and shared. Cleaning equipment to agreed and stored safely in each space. 	
	Pupil Toilets	Staff	<ul style="list-style-type: none"> These will be included in the cleaning processes for teachers to follow. Good supplies of soap will be available in toilets each day. This will be checked by the cleaning supervisor. 		
	Bins	Staff	<ul style="list-style-type: none"> Lidded pedal bins will be used in each room being used by a bubble. Extra bin bags will be available in each room so available if needed. 		
	Ventilation	Staff	<ul style="list-style-type: none"> All rooms should have windows open and should keep doors open to prevent unnecessary touching of handles. People advised to bring in clothing to suit. Internal doors used regularly will be propped open (with acknowledgement that some fire doors) as risk from Covid 		



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			currently outweighs fire. Barrier doors which close automatically with the fire alarm will not have wedges.		
	Staff toilets	Staff	<ul style="list-style-type: none"> Women to use disabled toilets plus existing ladies. One at a time. Men to use allocated toilet one at a time. All non-essential items to be removed. 		
	Keypads – gate, photocopier and entry points	Staff	<ul style="list-style-type: none"> Gates etc still in use to ensure safeguarding. Keypads cleaned 3x a day. Internal door by office to be kept engaged and all unsupervised external doors to be kept locked. Hand sanitiser on front desk. 	<ul style="list-style-type: none"> Reinforce no children to use pads. 	
5. Risk of Covid spreading through First Aid routines	First aid and care provision		<ul style="list-style-type: none"> In the first instance, first aid will be administered by staff in each bubble with each having their own basic first aid pack. For minor scrapes, if no first aider in a bubble, then first aid to be administered by any adult in that bubble as classed as 'competent adult'. When the first aid is more serious, then the following people will take responsibility for administering treatment in the First Aid Room: Both YR classes, Gill Mundy. Both Y1 classes, Sharon Foxhall/Lynne Morch/Donna Murphy. Both Y6 classes, Gail Reardon. 	<ul style="list-style-type: none"> Guidance written, agreed and shared re when and how equipment will be used Safe disposal of waste How do we record incidents safely if in room on own? 	



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			<p>Key Worker group Chris Smith or Jo Radford.</p> <p>In an emergency, the office staff can be used.</p> <ul style="list-style-type: none">• Any staff will wear an apron and gloves if administering to anyone not in their bubble and this will be recorded to allow contact tracing if needed.▪ The school will ensure it has at all times sufficient first aid and PPE equipment.▪ Social distancing and hygiene control measures will be maintained so far as is reasonably practicable when providing first aid e.g. only one member of staff and pupil will go to the first aid room unless an extra adult is needed at a distance to ensure safeguarding.▪ Gloves, fluid-resistant masks, disposable aprons and eye masks will be available for use. The gloves, masks and aprons will be disposed of after use using double bagging. The eye masks will only be used once during the day and will be cleaned with disinfectant at the end of each day.▪ Daily medication will not be administered eg antibiotics unless part of existing agreement. Parent encouraged to bring in medication for whole week to minimise need for contact. Gloves to be worn by staff receiving and administering.		
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			<ul style="list-style-type: none"> ▪ An adult will need to come to school to administer any short-term medication needed during the day. ▪ Inhalers will be kept in the classroom bubbles in a box/bucket on the shelf above the sink. ▪ Sick bucket and absorbent powder will be provided for each classroom. 		
	Suspected case of coronavirus in school		<ul style="list-style-type: none"> ▪ If anyone becomes unwell with a new, continuous cough, a change in taste or smell or a high temperature, they will be sent home immediately and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. (see government guidance). ▪ The staff member or pupil will be encouraged to get tested in this scenario. If the test is negative then the self-isolation can end. ▪ Pupils awaiting collection will be moved outside if appropriate or to the small group room. The door will be closed and a window open. ▪ The member of staff waiting with them, should wear protective gloves, eye mask, apron and face mask. ▪ The member of staff should endeavour to sensitively keep 2m distance from the pupil. ▪ Staff will not take the pupils' temperature. 	<ul style="list-style-type: none"> • Guidance to be written, agreed, shared and displayed. • Government Guidance to be printed and shared. 	



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			<ul style="list-style-type: none">▪ If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.▪ The other children in the same bubble will not need to be sent home unless they develop symptoms or the person with symptoms subsequently is confirmed positive.▪ Areas used by the child (their desk and the classroom) will be cleaned with disinfectant. The person cleaning will wear the PPE equipment.▪ All PPE equipment (except eye masks) will be double bagged and taken directly to the bins. The eye masks will be washed with disinfectant at the end of the day.▪ The cleaners will be asked to carry out a deep clean of that classroom before school opens the next day. Any cleaning must be done wearing PPE for that section.▪ Consideration will be given to not using that classroom the following day.		
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	Confirmed case of coronavirus in school		<ul style="list-style-type: none"> Where a pupil or member of staff test positive, the rest of their bubble will be sent home and advised to self-isolate for 14 days as soon as the information is received. The other household members of that wider class or group do not need to self-isolate unless the child, young person, or staff member they live with in that group subsequently develops symptoms. 		
	Staff illness	Staff	<ul style="list-style-type: none"> Staff reminded not to come to work with any symptoms and to get tested as soon as possible. 	<ul style="list-style-type: none"> Symptoms Posters displayed 	
6. Spread of Covid through social mixing	Minimising contact between pupils/ class groups		<ul style="list-style-type: none"> Classes will be limited to 15 Where staffing shortages mean there are insufficient staff to supervise classes of 15 or fewer, classes will be sent home/told not to attend. Pupils will remain with the same bubble each day. Where possible, teachers and other staff assigned to a class for each class will remain the same. Outside spaces will be allocated and zoned so that two groups do not mix. Playtimes and lunchtimes will be staggered. Specific toilets will be allocated. Children and staff in changing vulnerable and key worker group will be separate 		



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	Children and Masks		<ul style="list-style-type: none"> Following government advice, children will not be allowed to wear masks in school. 		
	Organisation of classrooms and other learning spaces		<ul style="list-style-type: none"> Furniture and desks (including teachers' desks) will be spaced to enable maximum social distancing between pupils. Floor markings will be used as well to define transit routes or no-go spaces in classrooms. Soft furnishings and other items that are hard to clean will be removed from each classroom. Pupils will sit at the same desk each day (a seating plan will be recorded in case of subsequent tracing). All classrooms will be well ventilated using windows etc where possible. 		
	Playtimes		<ul style="list-style-type: none"> Children's playtimes will be staggered and designated zones used when more than one bubble is out at the same time. Children will be told not to cross into another zone. Each bubble to have their own playground equipment. Trim trail, swings out of bounds. 	•	
	Movement around the school		<ul style="list-style-type: none"> Movement around the school will be limited as much as possible by using allocated doors. Start and finish times will be staggered. Break and lunch times will be staggered. 	•	



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			<ul style="list-style-type: none"> ▪ One-way systems set out around the school including markers on the corridor floor to show direction of travel ▪ Pupils will be allowed to visit the toilet throughout the day but limited to one person and the external doors will be left open. ▪ Doors will propped open to limit touching of door handles and aid ventilation. 		
	Social Contact due to nurturing		<ul style="list-style-type: none"> ▪ Staff will not sit within 2m of a child. ▪ Social contact should be avoided but if it does occur eg hand-holding due to need, it is safe as long as limited time and hands are washed afterwards. 	•	
	Use of the Staffroom		<ul style="list-style-type: none"> ▪ Three different 'staffrooms' will be set up as individual zones to minimise social contact, each with a kettle/boiler and fridge or cool box. ▪ Members of staff to use these spaces 2m apart. ▪ Each 'staffroom' to have a bottle of sanitiser and staff asked to either wash their hands or use sanitiser before going back to their base classroom. ▪ YR staff bubbles use DHT office ▪ Y1 & Key Workers use the staffroom ▪ Y6 staff bubbles to use small kitchen. ▪ Staff advised they may prefer to bring in own hot water or refreshments. ▪ Staff to check their pigeon holes once a week at a time when 2m can be 	•	



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			<p>maintained. Emails will be sent if an item needs to be picked up sooner.</p> <ul style="list-style-type: none"> ▪ Daily notice board not to be used. Emails sent. 		
7. Risk of spread of Covid within classroom groups	Limited curriculum provision		<ul style="list-style-type: none"> ▪ Only lessons or activities will be delivered that can be done so safely. (For example sharing of resources will not be allowed, items will not be passed round a group). ▪ There will be no whole school assemblies. ▪ Physical activities will take place outside or within each class. PE equipment may be used if wiped down before and after and has surfaces which can be wiped. Non-contact PE only eg tennis, rounders, cricket, races. Hand-washing before and after. 	<ul style="list-style-type: none"> • Generic guide to classroom behaviours written, agreed and shared • Specific year group versions produced, agreed and shared 	
	Shared resources		<ul style="list-style-type: none"> ▪ Children will be given their own pack of exercise books and pens/pencils. These will remain at school and will not be sent home. ▪ Children will not be sent home with library books. ▪ If any resources are shared between different groups (such as laptops) these will be cleaned with disinfectant spray between each use. 		
	Marking and Teaching		<ul style="list-style-type: none"> ▪ Teachers to have own pack of resources. ▪ Children to work in one book only and to leave the book open. Only WALT to be highlighted by way of marking. 		



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			<ul style="list-style-type: none"> Children who are able to mark own work eg Y6. 		
	Handwashing		<ul style="list-style-type: none"> Children and staff to wash their hands on entry, when leaving room, before lunch, and when moving to other equipment. Children will wash their hands after visiting the toilet. 		
	Eating Lunch		<ul style="list-style-type: none"> Lunch will be eaten in the classroom 		
	Water Fountains		<ul style="list-style-type: none"> Water fountains will be out of action 		
	Drinks Bottle		<ul style="list-style-type: none"> Children will be asked to bring in 2 bottles of water, one for day and one for lunch Bottles of water will be purchased by school for any child not with one. 		
	Uniform		<ul style="list-style-type: none"> Children will wear home clothes that are also suitable for exercise. These will be encouraged to be washed or changed after each day. 		
	Lining Up		<ul style="list-style-type: none"> Children will be taught to line up and to move through school with 2m distance 		
	Work Stations		<ul style="list-style-type: none"> Each classroom will be set up so that 2m distance can be maintained in Year 6 or to minimise social contact in YR/Y1 		
	Behaviour		<ul style="list-style-type: none"> Any child whose behaviour jeopardises the safety of others in will be sent home. Poor behaviour choices for which the behaviour policy normally applies in stages will instead be reported to a member of the leadership team and parents will be contacted. 		



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	Cloakrooms		<ul style="list-style-type: none"> These will not be used. Each child will store own belongings at own work station. 		
	Toilets		<ul style="list-style-type: none"> Unisex toilet system to be introduced: YRA in Cherry YRB in Oak (was Y1/2 Girls) Y1A in Ash (was Y1/2 Boys) Y1B in Lime (was Y3/4 Girls) Key Workers in Maple (was Y3/4 Boys) Y6A in Sycamore (was Y5/6 Girls) Y6B in Cedar (was Y5/6 Boys) 		
	Carpet Places		<ul style="list-style-type: none"> For younger children, 2m seating places will be marked on the carpet. 		
	Use of other areas in school		<ul style="list-style-type: none"> All areas of school such as group rooms, library, small kitchen will be out of bounds for children. 		
8. Office Working	Office Working	Office staff	<ul style="list-style-type: none"> Where possible, only one member of office staff will be in school. If more than one, then spread between other nearby offices. Face to face contact between the office staff and each class will be minimised: teachers will complete the registers on Arbor, teachers will email/call the office with any queries in the first instance. Where staff do need to move between the office/classrooms, lines will be marked on the floor 1m inside and 1m outside each classroom/the office to mark out where staff should stand for face to face discussions. 	<ul style="list-style-type: none"> Office Team to risk assess their working area and make adjustments to practice which will be shared Agree amount of communication with other members of staff and children in school eg FLW access, registers 	



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			<ul style="list-style-type: none"> FLW to be given access to Arbor so that she can access pupil telephone numbers without coming in to the office. Each member of office staff will have their own telephone. Each member of staff will disinfect their keyboard and mouse at the end of each day. 		
9. Health, safety and environmental issues relating to interrupted maintenance or inspection schedules whilst school has been closed or in limited use.	Maintenance and inspection	Children and staff	<ul style="list-style-type: none"> Water outlets have been flushed through, throughout the period of limited opening and risk of Legionnaires disease. Site manager to open taps in every part of the building not in use every other day. 	Before the school reopen the following checks will be carried out: <ul style="list-style-type: none"> All fire protective systems (Site Manager) All emergency lights (Site Manager) All emergency doors (Site Manager) Sprinkler system (Compco and Site Manager) Outside equipment and surfaces eg playground checked for damage 	
10. Potential for spread of COVID-19 to those in the community at greater risk.	Vulnerable Groups	Children, staff and parents	<ul style="list-style-type: none"> Pupils or staff falling within the category of “extremely vulnerable” will not be allowed into school. Pupils or staff falling within the category of “clinically vulnerable” will be risk assessed as to whether they can work within school with sufficient social distancing. Where necessary medical advice from the individual’s GP will be sought. Where a member of the household of a member of staff/pupil is extremely 	<ul style="list-style-type: none"> HT to keep updated communication with staff about their availability to work. Office staff keep updated list of children. HT to initiative survey. 	



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			<p>vulnerable, they will not be required to attend school.</p> <ul style="list-style-type: none"> Where a member of the household of a member of staff/pupil is clinically vulnerable, they may attend school. 		
<p>11. Remote working of staff. Potential for DSE related issues when away from site.</p>	Staff working remotely		<ul style="list-style-type: none"> All staff working remotely for extended periods will be encouraged to undertake a DSE assessment and home working checklist. All staff will be provided with guidance on setting up a safe and suitable work area. The SLT will ensure regular communication with staff working remotely. 	<ul style="list-style-type: none"> Guidance to be sent. Standing item on SLT agenda will be anyone working remotely. 	
<p>12. Staff and pupils may be un-familiar with changes to fire safety or other emergency arrangements</p>	Emergencies	Staff and pupils	<ul style="list-style-type: none"> All staff will be reminded of the fire drill and asked to consider how it will operate for their new working area. Expectation that 2m social distancing is kept. New exit routes: <ol style="list-style-type: none"> Y6A – Through KS2 door, up steps by rope swing and muster on top playground. Y6B – Through external classroom door and muster on field. Key Workers - Through library doors, up steps to the left and muster on top playground. Y1A - Through external classroom door, down steps and muster on field. 	<ul style="list-style-type: none"> Reviewed guidance produced, agreed and shared with 2m social distancing the aim. Consideration to the fire doors being propped open. 	



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			<p>5. Y1B - Through KS1 doors, up steps to the right and muster on top playground.</p> <p>6. EYFSA – Exit external classroom door, up ramp and muster on top playground.</p> <p>7. EYFSB - Through external classroom door, down steps and muster on field.</p> <ul style="list-style-type: none"> Teachers/staff will inform pupils of the fire procedure from their new classroom. 		
<p>13. Vulnerable children and families are supported</p>	Vulnerable children and families	Children and families	<ul style="list-style-type: none"> Family Link Worker to remain off rota and to contact families with social services involvement and school-identified vulnerable families as per the agreed timescales. This to continue to be reviewed minimum of two-weekly. DSL to attend social services meetings or to delegate task. SENCo to use designated time to support children with EHCP, three of whom are will be transitioning to another school. SENCo to continue to support individuals with SEND. SALT support provided with home-learning exercises. Play Therapy to continue remotely or face-to-face where judged safe to do so. 	<ul style="list-style-type: none"> Is old risk assessment in this area fit for purpose or does it need reviewing? 	
<p>14. Some classes home learning is compromise due to</p>	Home Learning	Staff, children, parents	<ul style="list-style-type: none"> Learning Blogs will continue to be produced with teachers not at school taking on more of a lead role and, where possible, blog content combined. 	<ul style="list-style-type: none"> Within context of in-school rota, the blog writing and responding to be re-allocated in as fair a way as possible. 	



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teachers teaching other classes.			<ul style="list-style-type: none"> Paper copies of learning to be provided for families without Internet/laptop access. 	<ul style="list-style-type: none"> Teachers to produce versions which can be printed. 	
15. Staff wellbeing suffers.	All	staff	<ul style="list-style-type: none"> All staff are consulted at every stage of re-opening and all suggestions are valued. Staff are confident that risks are minimised. Staff who continue to have external responsibilities will work with leaders to reach a compromise which works for all. Family Link Worker and leaders will remind all staff of what to do if need help. 		