



1. Community at risk if not a consistent and clear approach

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2.1 Staff and Class Bubble Organisation

2.2 Contact tracing of staff and pupils

3. Spread of Covid through people bringing it into school

3.1 Drop off and pick up implications for parents/carers

3.2 Drop off and pick up implications for children

3.3 Drop off and pick up implications for children

3.4 Limiting scope for infected persons to come on to site

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- 6.1 Minimising contact between pupils/ class groups
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7. Risk of spread of Covid within classroom groups

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- 7.5 Water bottle
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7.7 Classroom organisation

7.8 Cloakrooms

7.9 Lunch trolleys

7.10 Pupil toilets

7.11 EYFS/Year 1 specific

8. Other staff members compromise the office staff's bubble

8.1 Office working

9. Health, safety and environmental issues relating to interrupted maintenance or inspection schedules whilst school has been closed or in limited use

9.1 Maintenance and inspection

10. Staff and pupils are un-familiar with changes to fire safety or other emergency arrangements

10.1 Fire Alarm

11. Vulnerable children and families are struggling

11.1 Vulnerable children and families

12. Staff and children's wellbeing suffers

12.1 Staff wellbeing

12.2 Pupils health and wellbeing

13. Vulnerable staff may be at risk

13.1 Staff physical health

14. The curriculum and assessment may not be fit for purpose

14.1 Teaching and learning routines

14.2 Home learning

Appendix: Covid Flowchart



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What is the hazard?	Area of school life affected	How is the hazard being mitigated?	Comments / Next Steps
1. Community at risk if not a consistent and clear approach	All	<ul style="list-style-type: none"> SLT to draft risk assessment using government and LA guidelines. All staff to be consulted (15th July). All governors to be consulted (21st July). Risk Assessment shared with parents/carers before the start of term. INSET Days in September used to share final document with staff. All staff will receive appropriate training at the September INSET and regular subsequent updates on the measures contained within this risk assessment; including guidance related to the wearing and removal of PPE; Infection Prevention & Control eLearning for relevant staff. The risk assessments and their implementation will be monitored and reviewed by the SLT on at least a weekly basis and reported to Chair of Governors fortnightly. Regular feedback will be provided to staff on the Risk Assessment reviews. The staff weekly bulletin will be used to reinforce key messages. This document will be provided to all staff and governors and will be available on the school website. 	RA discussed, amended and shared with families and LA. (DW)
2. Risk of spread of Covid throughout the school if one person infected.	2.1 Staff and Class Bubble Organisation	<ul style="list-style-type: none"> Children to be organised into 'bridged bubbles' which combine the minimum number of children in a bubble with the ability for school to function effectively throughout the whole day. EYFS Bubble = YR KS1 Bubble = Y1 & Y2 Lower KS2 Bubble = Y3 & Y4 Upper KS2 Bubble = Y5 & Y6 Staff are assigned to as few bubbles as we can practically manage so that contact tracing can be used to restrict the number of people affected if there were to be a positive Covid case in school. Staffrooms and toilets to be allocated to specific classes or bubbles. Any child who attends our wrap around Out of School (Oosc) provision will also be part of a second, different bubble, or a third bubble if attending both Breakfast and After School: Oosc Breakfast Bubble Oosc After School Bubble 	
	2.2 Contact Tracing of staff and pupils	<ul style="list-style-type: none"> The office staff will record and keep all pupil, staff and visitor contact lists. These will be kept in paper copy format and destroyed after three weeks. If staff become unavailable for work the most suitable replacement will be found with an aspiration to not add a new adult to a bubble if at all possible. Staff will complete a contact tracing form if they are forced to work during the day out of their timetabled bubbles. 	



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<p>3.</p> <p>Spread of Covid through people bringing it into school</p>	<p>3.1 Drop off and pick up implications for parents/carers</p>	<ul style="list-style-type: none"> ▪ Every child is now expected to attend school every day. ▪ Drop off and pick up times will be staggered to minimise social contact. Parents/carers asked to come as close to their designated time as possible. On the rare occasion preventing this, then a message should be left with the office staff. ▪ The children have been divided into 12 groups. The expectation is that older siblings will come in at the same time as their younger siblings but will use their own entrance. ▪ We are stopping using the one way system and, instead, putting lines in the middle of the paths in two lane system. The social distance expectations should be respected. ▪ Everyone will be asked to spend as little time as possible on site at drop off and pick up. Small things like asking a child to walk the last few metres independently would help prevent people being too close. ▪ In order to minimise the number of people on site only one adult is allowed per family. ▪ While waiting at drop off, each child should wait next to the adult until their door opens. ▪ The area near the Early Years gate is quite small. Adults should stand well back and socially distanced from other parents and carers while waiting. ▪ If possible, especially as the children get older, they will be encouraged to meet their adults in an agreed place away from the crowded spots, for example, on the top playground. ▪ Our procedures will be regularly reviewed, especially if there are rising numbers of Covid cases in the locality. ▪ The trim trail, the swing and the slide will still be closed at drop off and pick up. ▪ To help the environment and to help keep our children fit and healthy, families will be asked to walk or cycle to school if at all possible. ▪ Parents/carers will be encouraged to call the school office with their queries but will be allowed to visit the school office if necessary, avoiding busy times. If visiting, they will have to wait at 2m distance. The external door will be kept on 'open' mode. A Perspex screen will be set up between the office window and visitors. ▪ A line will be marked in the middle of the entry path to Office Reception to mark a two lane route. ▪ Signs will be displayed to support drop off, collection and social distancing. ▪ Outside toilets will remain locked. ▪ Drop off and pick up arrangements shared in advance with families. ▪ There should be no unnecessary lingering or 'catch-ups' on the playground or near the school exit gate. ▪ 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. ▪ There will be a member of staff on the gates to take messages. 	<p>Spray 2m lines outside school office and along middle of path. (GT)</p> <p>Increase number of social distancing signs. (CHa)</p>
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Drop Off and Pick Up Arrangements

We are going to use 3 entrances in order to get everyone in and out without taking up too much of the children's learning time.

1. Gages Road entrance
2. Courtney Road entrance
3. Ramp to office leading to balcony gate entrance

Group	Who is in the group	Drop Off and Pick Up point	Extra Instruction	Drop off	Pick up
1	Reception Group A + any older siblings in school	EYFS gate	Siblings go in/come out of either KS1 (Y1/2) or KS2 (Y3-6) door	8:40-8:45	3:10 -3:15
2	Reception Group B	EYFS gate	n/a	8:55-9:00	2:55-3:00
3	Year 1 children who have older siblings in school + the older siblings	KS1 door	Siblings go in/come out of either KS1 (Y2) or KS2 (Y3-6) door	8:45-8:50	3:15
4	Year 1 children with no siblings in other classes	KS1 door	n/a	8:50-8:55	3:15
5	Year 2 children who have older siblings in school + the older siblings	KS2 door	Siblings go in/come out of KS2 (Y3-6) door	8:40-8:45	3:05
6	Year 2 children with no siblings in other classes	KS2 door	n/a	8:55-9:00	3:05
7	Year 3 children who have older siblings in school + the older siblings	KS2 door	Siblings go in/come out of KS2 (Y3-6) door	8:45-8:50	3:15
8	Year 3 children with no siblings in other classes	KS2 door	n/a	8:50-8:55	3:15
9	Year 4 children who have older siblings in school+ the older siblings	Ramp near office at front of school	It is expected that parents do not come onto site with their child if using this entrance. If you are not comfortable with that, then please use the KS2 door at the back.	8:40-8:50	3:15
10	Year 4 children with no siblings in other classes	Ramp near office at front of school		8:40-8:50	3:15
11	Year 5 any children without younger siblings in school	Ramp near office at front of school		8:40-8:50	3:15
12	Year 6 any children without siblings in school	Ramp near office at front of school		8:40-8:50	3:15

3.2 Drop off and pick up implications for children

- The children will be taught how to enter and exit the school safely to allow them to be a safe distance from those not in their bubble. This will be done regularly and staff at gates used to feedback to particular teachers if specific children need reminding.
- If a child is reluctant to come in, unless there are special arrangement for SEND, staff will not physically coax. Hand-holding is acceptable but staff member should wash their hands immediately afterwards. If necessary, the child will need to go back home.
- Children to bring in a minimal amount of items - a coat, sunscreen/hat lunch box (if not having school meal), snack (for mid-morning) and water bottle.
- Children should not bring in any other personal items such as pencil cases.
- Any lunchboxes will be stored in the lunchbox trolley.
- On entry and exit each child to wash their hands in the sinks in their class toilet.
- Following guidance, children will not be permitted to wear face masks.



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3.3 Drop off and pick up implications for staff	<ul style="list-style-type: none"> Staff members will supervise the external doors, will make sure processes are being followed on the playground and identify any possible snags. Staff will wash their hands on entry and on exit and will store their own belongings in the teacher cupboard. All teaching staff will be in their classrooms from 8:40 when the first children are due to arrive during the staggered drop off. A record will be kept of any person travelling to and from school using taxi to support Track and Trace. 	Office to set up record for Y3 child coming by taxi (LBe)
3.4 Limiting scope for infected persons to come on to site	<ul style="list-style-type: none"> Staff and pupils will be regularly reminded not to come to school if displaying any symptoms and to organise a test to be carried out. Any staff or pupils exhibiting symptoms will immediately be sent home. (see protocol in Section 5 for sending pupils home). A fortnightly text will be sent to all parents reminding them not to send their child in if displaying symptoms. 	Office to schedule fortnightly text message. (LBe)
3.5 Catering provision	<ul style="list-style-type: none"> A separate risk assessment will be written for the kitchen staff in order to ensure that if one of them tests positive for Coronavirus, the whole school will not need to close. Edwards & Ward will be asked to undertake a deep clean of the kitchen prior to re-opening. Edwards & Ward will be asked to give assurances that all the relevant safety procedures are in place and that they are adhering to government guidelines. Catering providers are aware of any changes to lunch times and operating practices made. 	Need to liaise with E&W and write RA (TG)
3.6 Office and visitors	<ul style="list-style-type: none"> The outside office door is left open so touch is minimised. No visitors are allowed into school unless it is a pre-arranged meeting or an emergency. Office have a script to share with visitors to clarify hand-washing, lanyard, social distancing, cleaning implications, obligation to let school know if they get Coronavirus in the following two weeks. Visitors sign to agree expectations. On exit, the member of staff receiving the visitor will clean all surfaces touched and ensure that the office staff have made a record of where the visitor has been. The lanyards will be kept separate until washed in warm, soapy water. Our regular volunteers will still be used but will be given additional training on the new expectations before they start through booking a pre-volunteer meeting in advance. 	<p>Script and contact tracing register for office staff. (TG/LBe/CHal)</p> <p>Office staff to keep record of volunteers and when had new training (TG/LBe/CHal)</p>
3.7 Clubs	<ul style="list-style-type: none"> No music lessons in school initially for at least for terms 1 and 2. Providers updated when any changes are made. 	Providers informed and liaised with (LBe)
3.8 Matt Fiddes letting	<ul style="list-style-type: none"> The letting will change to Saturday mornings from September. A separate Risk Assessment will be completed. The cleaning team will thoroughly clean the hall and any toilets used on Monday mornings before school starts. 	RA written and agreed (TG)
3.9 Play Therapy	<ul style="list-style-type: none"> The play therapist has a separate risk assessment. 	RA written and agreed (KM)



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		<ul style="list-style-type: none"> The play therapist to complete a weekly register of contacts to allow tracing. Hands will be washed by child and therapist on entry and exit. All used resources disinfected before swap over. 	
	3.10 Non-teaching workforce	<ul style="list-style-type: none"> Office staff, HT, FLW to minimise contact with wider school and not to enter classrooms except in emergencies. 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. Cleaning staff to be allocated own zone to clean. Office staff and HT to wash hands on arrival, before and after eating, before leaving. Office staff and HT to wash hands before moving to another section of the school and to wash hands on their return (or use alcohol gel). 	
	3.11 Contractors	<ul style="list-style-type: none"> Regular contractors using same space weekly e.g. IT Support to use PPA room. Office have script to share with contractors to clarify hand-washing, lanyard, social distancing, cleaning implications, obligation to let school know if they get Coronavirus in the following two weeks and contact tracing. Safeguarding agreement also shared. Contractors do not work in the same space as children. 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 where possible. A record will be made of areas visited by contractors in case tracing is subsequently required. On exit, the contractor will share where they have been and which surfaces have been touched so these can be cleaned by office staff. 	Script and contact tracing register for office staff. (TG/LBe/CHal)
	3.12 Deliveries	<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. The office staff will remove all packaging from deliveries before any contents are distributed. They will wash their hands before and afterwards. 	
	3.13 Supply Teachers	<ul style="list-style-type: none"> The school will keep the use of supply teachers to a minimum. If using supply teachers, the school will try to use the same few if possible. 	
4. Spread of Covid not prevented through insufficient cleaning routines	4.1 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 COVID-19 Cleaning in non-healthcare settings. The areas to be cleaned will include desks, door handles, light switches, exit switches, toilets. All staff to leave their classrooms clutter-free and surfaces/desks clear. Cleaning supervisor to regularly review expectations and liaise with teaching staff if a particular area has been used and needs extra cleaning. Expectation that class teachers communicate if any extraordinary use which might be missed in cleaning. SLT to be used to communicate issues arising. 	



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		<ul style="list-style-type: none"> Deep clean to take place in the Summer holiday before re-opening. 	
	4.2 Cleaning Products	<ul style="list-style-type: none"> Bottles of alcohol-based hand sanitiser, with at least 60% alcohol, will be put by the two photocopiers and staff instructed to use it before touching the photocopier. Sufficient quantities of anti-bacterial spray, bleach and hand soap will be maintained. Copies of the data safety sheet for any sanitising products will be kept in case of ingestion. COSHH assessments completed and relevant staff have reviewed. 	Collect data safety sheets (TG)
	4.3 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 at lunchtime. Cleaning products are available for staff to use. Staff will be responsible for keeping the classroom well- stocked. Any tea towels used will be put in the washing machine at the end of each day. Communal areas: staffrooms and staff toilets to be cleaned after each use by individuals; office team to clean top corridor key pads, switches and handles each lunchtime. Any face shields used will be cleaned by the person who has worn them. 	Cleaning advice to be revised (ChS)
	4.4 Pupil Toilets	<ul style="list-style-type: none"> As well as being cleaned each morning, the handles and taps will be included in the cleaning processes for teachers to follow. Good supplies of soap and paper towels will be available in toilets each day. This will be checked by the cleaning supervisor. The hand dryers will be turned off following H&S advice. 	
	4.5 Bins	<ul style="list-style-type: none"> Lidded pedal bins will be used in each classroom for tissues, wipes and first aid used equipment. These will be emptied by the cleaning staff. Open bins will be used for paper towels and everyday rubbish. These will be emptied by the site manager. Extra bin bags will be available in each room so available if needed. 	
	4.6 Ventilation	<ul style="list-style-type: none"> All rooms should have windows open as long as weather permits and should keep classroom internal doors open to prevent unnecessary touching of handles. Internal corridor and group room doors used regularly will be propped open as risk from Covid currently outweighs fire. Barrier doors which close automatically with the fire alarm will not have wedges. 	
	4.7 Staff toilets	<ul style="list-style-type: none"> Women to use toilets allocated to their bubbles: YR KS1 disabled toilet; KS1 and LKS2 use existing women's one at a time; UKS2, Office and HT to use disabled toilet near office. Men to use allocated male toilet one at a time. All non-essential items to be removed. 	
	4.8 Communal equipment and store rooms	<ul style="list-style-type: none"> Hand sanitiser with at least 60% alcohol on front desk. Hand sanitiser with at least 60% alcohol on each photocopier. Staff to use wipe to clean other items if used eg laminator with antibacterial wipes. No children to use photocopier or any other communal equipment. Storeroom doors to be kept unlocked and, if practical, propped open. 	Doors to be propped open am (GS)



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<p>5. Risk of Covid spreading through First Aid routines</p>	<p>5.1 First aid and care provision</p>	<ul style="list-style-type: none"> In the first instance, first aid will be administered by staff in each class or bridged 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'. Children to be encouraged to clean themselves with adult supervision and guidance, depending on the severity of the injury and the age of the child. When the injury is more serious, then a person with First Aid training will take responsibility for administering treatment in the First Aid Room trying, as much as possible, to keep it to someone who normally works within that bridged bubble. All staff will wear gloves as a minimum. If coming into close face-to-face contact then a mask should also be worn. Staff may wear full PPE if they would like. In an emergency, any member of staff can be used. Staff will also wear an apron 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 afterwards in bagged bins. The face shields will only be used once during the day and will be cleaned with disinfectant at the end of each day. They will only subsequently be used by the same member of staff. Daily medication will not be administered eg antibiotics unless part of an existing agreement. An adult will need to come to school to administer any short-term medication needed during the day. If there is an existing agreement, staff to wash hands after receiving medication and before and after administering medication. Inhalers will be kept in the classroom bubbles in a box/bucket on the shelf above the sink. A sick bucket and absorbent powder will be provided for each classroom. 	<p>RA for First Aid to be reviewed, updated and circulated (GR/CHaI)</p>
	<p>5.2 Suspected case of coronavirus in school</p>	<ul style="list-style-type: none"> Senior Leaders will consult the flowchart on how to deal with a suspected case provided by Public Health which is displayed in the first aid room and HT office which also outlines the process on informing the Local Authority and PHE SW. If any child starts to feel unwell, they will be asked to sit away from their classmates in a quiet and well-ventilated place where they can still be seen by an adult in their bubble. Depending on the illness complained of, the child's temperature may be taken with a hand held thermometer. If the child has a temperature, they will be treated as if they have Covid symptoms (see below). 	



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		<ul style="list-style-type: none"> ▪ If any child displays or complains of a new, continuous cough, a change in taste or smell or a high temperature, they will be taken out of class immediately. They will be taken outside if the weather permits or to the small group room and their parents/carers contacted to collect them to self-isolate and take them to be tested. The child's temperature will be taken with a hand held thermometer. The member of staff taking the temperature should wear a face mask and may also choose to wear a face shield, apron and gloves. ▪ Even if the child's temperature is not high, if they are displaying the other symptoms, they will still ask the parents/carers to take them to be tested. ▪ The member of staff should endeavour to sensitively keep 2m distance from the pupil. ▪ 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, tested) or the child subsequently tests positive. ▪ The other children and adults who have worked 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. ▪ After the child has gone home, the staff member should use the correct 'doffing' technique and should wash their hands thoroughly for 20 seconds. ▪ All PPE (except face shields) will be double bagged and taken directly to the bins. The face shields will be washed with disinfectant at the end of the day and can only be reused by the same member of staff. ▪ 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. 	
	5.3 Confirmed case of coronavirus in school	<ul style="list-style-type: none"> ▪ Senior Leaders will consult the flowchart on how to deal with a suspected case provided by Public Health which is displayed in the first aid room and HT office which also outlines the process on informing the Local Authority and PHE SW. ▪ Where a pupil or member of staff test positive, the positively-tested child or adult, the rest of their bubble and everyone who has worked in that bubble will be sent home and advised to self-isolate for 14 days. If the person who has tested positive is also part of one of the Oosc bubbles then that bubble will need to be sent home as well. ▪ The other household members of that wider class or group do not need to self-isolate unless their own child, young person, or staff member they live with subsequently develops symptoms. ▪ The school will contact the local authority for advice and guidance. ▪ Consideration will be given to not using that classroom the following day following advice from Public Health. 	



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<p>6. Spread of Covid through social mixing around school</p>	<p>6.1 Minimising contact between pupils/ class groups</p>	<ul style="list-style-type: none"> ▪ The pupils will be organised into four bubbles across the school (see 2.1). ▪ Pupils will mostly work with other children in their own class but, at times, with the bridged bubble during the day. ▪ Where possible, teachers and other staff assigned to classes will stick to the agreed timetable. ▪ The number of bubbles each member of staff works with will be kept to a minimum. ▪ Outside spaces will be allocated and zoned so that two bridged bubbles do not mix. ▪ Playtimes and lunchtimes will be staggered. ▪ Each child should only use the toilet assigned to their class, including at playtimes. 	
	<p>6.2 Organisation of classrooms and other learning spaces</p>	<ul style="list-style-type: none"> ▪ Each classroom will be in its own bubble so social distancing is not possible and not expected. ▪ Any residue clutter will be reduced and surfaces (including the teacher desk and the floor) will have minimal equipment. ▪ Staff members will try, as much as possible, to minimise getting close to children. ▪ Children will be supported to maintain social distancing from staff and encouraged not to touch staff where possible. ▪ Side by side working between adult and child should be prioritised rather than face to face. ▪ Staff members will maintain their social distancing with each other. ▪ For children from Y2 upwards, forward facing desks will be used and these will be shared by two children. ▪ For younger pupils, tables and learning spaces should be set out as pre-Covid. ▪ Staff swivel chairs to be used but only to be used by staff. ▪ Cushions, rugs, cuddly toys, arm chairs and fabric sofas will be removed with the exception of the teacher's chair which will only be used by staff. ▪ All classrooms will be well-ventilated using windows etc where possible. 	
	<p>6.3 Playtime arrangements</p>	<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 bridged bubble to have their own playground equipment. ▪ Fixed equipment like the Trim trail and swings will be allocated to one bubble each week Monday to Thursday. ▪ Due to the high risk of contamination and hibernation of germs in the sand, the large sand pit will not be used. 	
	<p>6.4 Movement around the school</p>	<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. ▪ One-way systems set out around the school including markers on the corridor floor to show direction of travel. 	<p>Moving around the school posters displayed in key areas. (CHaI)</p>



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		<ul style="list-style-type: none"> Doors will propped open to limit touching of door handles and aid ventilation. Children will not be sent on errands around the school. There will be no whole school gatherings. 	
	6.5 Social Contact due to nurturing	<ul style="list-style-type: none"> Social contact should be avoided but if it does occur eg hand-holding due to need, it is safe as long as time-limited and hands are washed afterwards. Where possible, close face to face conversations should be avoided and side by side used instead. 	
	6.6 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, microwave and fridge or cool box. Members of staff to use these spaces either one at a time or 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 bubble use DHT office staffroom. Y1, Y2 Y3, Y4, bubbles to use staffroom. Y5, Y6, Office staff and HT to use small kitchen staffroom. Any staff member working in more than one bubble should select the most appropriate staffroom to use and stick to it across the week. 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 maintained. Emails will be sent if an item needs to be picked up sooner. Daily notice board not to be used. Portable whiteboard to be used at entrance for important, non-confidential daily messages. Water cooler in main staffroom can be used by all and when room is free. 	Microwave to be bought so each staffroom has one (CHal)
	6.7 Meetings	<ul style="list-style-type: none"> Large meetings will be held remotely. Meetings of smaller groups will be held outside or in the hall with at least 2 meters between attendees. Any meetings with parents/carers/multi-agencies which cannot take place remotely will take place in well-ventilated areas eg hall and the areas used cleaned afterwards. Walking through the school building should be minimised by selecting the most appropriate entry and exit doors. During teachers' PPA time, they will use the hall or may choose to go home to work if there is no valid reason for them to stay in school. 	
	6.8 Lunchtime arrangements	<ul style="list-style-type: none"> A separate risk assessment will be written for this. Catering staff to minimise social contact with others and have routine set up for serving of meals which will involve lunchbreak supervisors. No tuck will be provided initially. Children in bridged bubbles will eat in the hall at the same time. Bottles of water ordered in case no water bottles brought in. 	RA to be written (TG/JR/MH/DW)



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	6.9 Oosc arrangements	<ul style="list-style-type: none"> A separate risk assessment will be written for this. Any child who attends Breakfast Club or After School Club will then become part of a second or third bubble during the day. Parents/Carers will be informed of this and the risk assessment will be shared. 	RA to be written (TG/DM/MH)
	6.10 In-house Clubs	<ul style="list-style-type: none"> A separate risk assessment will be written for the sports clubs. Clubs run by staff members will be limited to children in a bubble in which they are already working. 	RA to be written (ChS/GT/LT) Club lists to be written (DW)
	6.11 Water Fountains	<ul style="list-style-type: none"> Water fountains will be out of action. 	
	6.12 Moving around school	<ul style="list-style-type: none"> Children will be taught to use one way systems and to move through school with a distance between their own and other bubbles. Movement around school will be kept to a minimum. 	
	6.13 Behaviour	<ul style="list-style-type: none"> An addendum will be added to the Behaviour Policy to address the changes needed in practice. Any child whose behaviour deliberately jeopardises the safety of others in school will be sent home. 	Behaviour Addendum (DW/GT)
	6.14 School Library and scheme books	<ul style="list-style-type: none"> The library will be open for children to use under strict adult supervision and clear rules: hands washed beforehand, avoiding touching too many books (it is unrealistic to expect children to choose books without picking more than one up). No separate bubbles allowed to visit the library at the same time. Returned books to be quarantined for 72 hours in own classrooms before being returned. Any books returned to the library will be assumed to have already been quarantined. Scheme books to be fetched by adults only. 	Library timetable to be written (GT) Each teacher to communicate own book changing arrangements (CTs)
	6.15 Visits & WOW events	<ul style="list-style-type: none"> Although the guidance permits school visits, we will not be organising any for the time being. Classes will not hold any WOW events for at least Term 1. 	
	6.16 Whole school assemblies	<ul style="list-style-type: none"> There will be no whole school gathering for assemblies. Zoom will be used when an assembly is being organised. Bridged bubble assemblies may take place outside. 	
	6.17 Interventions	<ul style="list-style-type: none"> Children from different bubbles will not be combined to form one intervention group. Adults will wash their hands and wipe surfaces and clean resources between groups. The tables between the paired classrooms can be used as this will not be across more than one bridged bubble. The areas between the classrooms will be left clutter free and all surfaces clear in order to allow cleaning. 	
	6.18 Children with SEND	<ul style="list-style-type: none"> Individual risk assessments will be written for those children with poor self-regulation who may find rules challenging, including the establishment of safe spaces. 	LBr to co-ordinate



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		<ul style="list-style-type: none"> Staff with children with complex needs will try to maintain their distance and minimise time spent within 1metre of the child where possible. Speech and Language Therapy support will be provided. A separate risk assessment will be written. 	
7. Risk of spread of Covid within classroom groups	7.1 Limited curriculum provision	<ul style="list-style-type: none"> Physical activities should happen either in the classroom or in outside spaces within the social distance rules. A timetable will be written. Activity in the balcony area will not be used for running around eg football. The hall may not be used for PE for the time being; at least Term 1 in the first instance. Within each bridged bubble, portable PE equipment which has wipeable surfaces may be used if all children wash their hands before the lesson and the equipment is wiped down after use. A selection of equipment should be kept in the bubble for everyday use. Only sports that involve limited close contact will be offered such as tennis, dance, rounders, cricket, races. For Term 1, in the first instance, football and rugby will not be allowed. Hand-washing must take place before and after PE lessons. Children will wear PE kit to school on PE days. 	Outdoor PE timetable to be produced (GT)
	7.2 Shared resources	<ul style="list-style-type: none"> Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned after use or at dinnertime when all frequently touched surfaces will be cleaned. From Y2 upwards, the children will be issued with their own packs of frequently used resources which will be kept in their own folders and stored in their own drawers at the end of each day. These will remain at school and will not be sent home. For EYFS and Y1, the expectation is that all resources will be shared. Younger children will be kept separate from other groups within school but will not be expected to distance within their group. Other more specialised resources may be shared within the classroom but cleaned afterwards and sharing minimised as much as is practicable eg paints If any resources are shared between different groups (such as laptops, resources from the group rooms), these will be cleaned with disinfectant spray between each use or left unused for 72 hours. If being left, a date label should be written when last used. 	DW to check that we have enough drawer units for this to happen.
	7.3 Marking and feedback	<ul style="list-style-type: none"> Each member of staff to have own pack of resources. Children will use their pre-Covid range of books. Books should be marked in line with our feedback and marking policy. Teachers should not take books home to mark. 	DW/GT to review policy to see if meets need.
	7.4 Handwashing	<ul style="list-style-type: none"> Children and staff to wash their hands on entry, when leaving room, before lunch, before and after P.E and when leaving at the end of the day. Children will wash their hands after sneezing, coughing and visiting the toilet. Children will be reminded regularly of the rules to follow regarding distancing and hygiene. The message of "catch it, kill it, bin it" is repeated. 	Catch it, kill it, bin it NHS posters displayed across the school. (CHal)



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		<ul style="list-style-type: none"> Children are taught to cough or sneeze into their elbow. 	
	7.5 Water bottle	<ul style="list-style-type: none"> Children will be asked to bring in a bottle of water for the day, which can be refilled. All water bottles will be sent home at the end of each day. Bottles of water will be purchased by school for any child not with one. 	School to buy reusable bottles (CHal)
	7.6 Uniform	<ul style="list-style-type: none"> The children will wear their school uniform. On PE days, the children will come dressed in their PE kit wearing trainers (not daps), plain white T-shirt and any choice of shorts/tracksuit bottoms. 	
	7.7 Classroom organisation	<ul style="list-style-type: none"> Tables will be set out in their normal format in the lower part of the school. As the children get older (Y2 upwards), forward facing tables will be used. 	
	7.8 Cloakrooms	<ul style="list-style-type: none"> These will be used for coats and bags. 	
	7.9 Lunch trolleys	<ul style="list-style-type: none"> Lunch trolleys will be used. 	
	7.10 Pupil toilets	<ul style="list-style-type: none"> Class bubble will have their own set of toilets. Extra sanitary bins will be put into Y5 bubble toilets. The outside toilets will remain locked. 	CHal to organise extra bin.
	7.11 EYFS/Y1 specific	<ul style="list-style-type: none"> A separate Risk Assessment will be written based on specific advice from the Early Years Advisory Team on their VLE: sand play, water play and play dough. 	EYFS Specifics Risk Assessment (RW)
8. Other staff members compromise the office staff's bubble	8.1 Office working	<ul style="list-style-type: none"> 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. No child should be sent to the office either to go home, receive first aid or to deliver a message. 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. Any documentation for the office to be placed on tables outside the office. All shredding to be left for office staff to complete. Any keys needed will be handed over on request by one of the office staff. 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 office staff will disinfect their telephone, keyboard and mouse at the end of each day. Contactless payments are preferred. Where cash is taken, office staff should use gloves or wash their hands with soap/sanitiser immediately afterwards. Office staff should clean hands after picking up or opening letters or parcels. 	



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		<ul style="list-style-type: none"> Office staff should not invite other staff members into their bubble and should remind staff members to keep out of their bubble if they enter it. 	
9. Health, safety and environmental issues relating to interrupted maintenance or inspection schedules whilst school has been closed or in limited use.	9.1 Maintenance and inspection	<ul style="list-style-type: none"> All usual pre-term building checks will be carried out before school opens in September. Water outlets have been flushed through and tested for Legionnaires disease. Actions from the Annual School Premises H&S inspection checklist will have been completed or scheduled if not deemed an immediate risk. 	
10. Staff and pupils are unfamiliar with changes to fire safety or other emergency arrangements.	10.1 Fire Alarm	<ul style="list-style-type: none"> A fire/evacuation procedure will be written and displayed. All staff will be informed of the evacuation arrangements and asked to consider how it will operate. Staff will inform pupils of the fire procedure from their classroom. Each class to practise fire drill within the first two weeks of term 1. Whole school fire drill to happen once YR are in full time. 	<p>Fire exits displayed in all rooms (CH)</p> <p>Fire drill to be rehearsed by each class (CTs)</p> <p>Fire drill in Week 5 Term 1 (LoB)</p>
11. Vulnerable children and families are struggling.	11.1 Vulnerable children and families	<ul style="list-style-type: none"> Family Link Worker (FLW) to continue to support vulnerable families. FLW to minimise contact with children, instead passing over tasks to staff in child's bubble where possible and appropriate. When there is a need for FLW to talk 1-2-1 with a child then it should be socially distanced, in a well-ventilated area and for no more than 15 minutes. FLW must clean hands after picking up or opening letters or parcels. When sending paperwork home via the child or to the adult, FLW will ensure strict hand sanitising processes have been followed and that nothing has been contaminated. FLW must not enter staff members' bubbles. Play Therapy to continue with a risk assessed approach. 	
12. Staff and children's wellbeing suffers.	12.1 Staff wellbeing	<ul style="list-style-type: none"> All staff are now expected to return. All staff are consulted at every stage of re-opening and all suggestions are valued. Staff are confident that risks are minimised. Staff will be asked to report any concerns in relation to health and wellbeing so that these can be discussed and support provided as relevant. The school will follow its normal procedures in relation to managing work related stress and ill health procedures. Family Link Worker to signpost staff to services if needed. Staff wellbeing will be monitored, both individually where need is already identified and in an initially termly survey. This will be fed back to governors. 	
	12.2 Pupils health & wellbeing	<ul style="list-style-type: none"> Whole school approach will be taken as children re-connect to life back at school. Staff will be vigilant of each child's response to life back at school both initially and as the year progresses. 	Agree language and share with staff (GT/DW)



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		<ul style="list-style-type: none"> Jigsaw PSHE scheme and Circle Time will continue to be timetabled. Staff will be aware of the disproportionate effect of Covid-19 on BAME people and be alert to the fact that BAME children may need extra support. 	
13. Vulnerable staff may be at risk	13.1 Staff physical health	<ul style="list-style-type: none"> Pregnant women will be advised to follow the guidance available for clinically vulnerable people. Guidance is likely to change and we will advise that the pregnant member of staff liaises with their GP and line manager. Staff who may have increased risk from CV-19 must raise their concerns with the Headteacher who will explain the measures the school is putting in place to reduce the risk. Any member of staff who has not been into school will have an individual return risk assessment with provision agreed to aid a confident resumption. 	
14. The curriculum and assessment may not be fit for purpose	14.1 Teaching and learning routines	<ul style="list-style-type: none"> Staff will be briefed on the Assessment requirements for 2020-21 as issued by the DfE. Any planning will be open to change based on the children's performance on return. School will develop an agreed language to use which promotes a 'moving on' rather than a 'deficit/catch up' model. Staff will have access to Local Authority 'The Recovery Based Curriculum' resources. Nominated individuals will attend Recovery Curriculum training and cascade back to SLT and colleagues when appropriate. Staff will be aware that the children's stamina will need building back up again so may, initially, plan shorter but still sharp lessons. An increase in physical movement will be introduced so that each child's fitness improves. These will be tracked to increase motivation. 	
	14.2 Home Learning	<ul style="list-style-type: none"> New emails will be set up for each class eg Cedar2020@gmail.com . Passwords to be agreed and shared with office staff and SLT. Sparkling Starts will continue but photographs of the work will be emailed to each class teacher. These will be displayed. Homework books will be sent home and will stay at home. Home learning tasks will be set on the class blog. The children complete the tasks in their homework books and email the work to the teacher. Online learning tasks will be encouraged eg Times Tables Rock Stars. 	

Version 1: DW 6th July 2020

SLT Discussion: 10th July 2020

Updated: DW 12th July 2020

Updated: TG & DW 13th July 2020 then sent in draft form to staff

Updated 20th July 2020 & sent to governors 21st July and to Health and Safety provider

Updated 24th July after comments from H&S and governors. This is now Version 1: V1

Updated 24th August 2020 with new PHE flow chart

PHE SW HPT: Guidance for Childcare and Educational Settings in the management of COVID-19

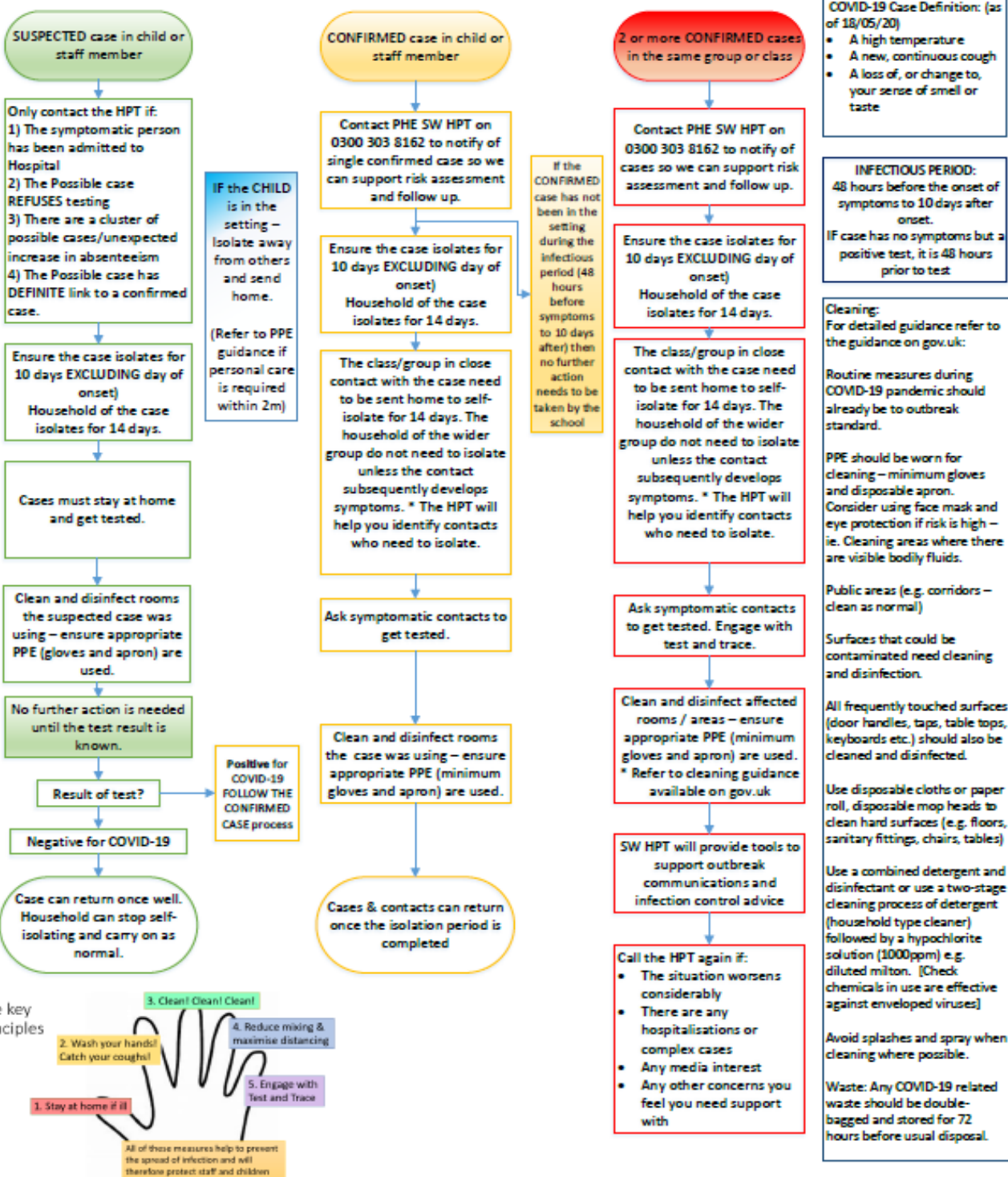
Version 4.0 Date 05.08.2020

Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces. This will help prevent COVID-19, as well as other infectious diseases, spreading in schools.

If you have any infection control concerns or questions please call the South West Health Protection Team on 0300 303 8162. If the matter is not urgent you can also email swhpt@phe.gov.uk.

GUIDANCE: Visit gov.uk/coronavirus for detailed schools guidance and other guidance

TESTING: Visit nhs.uk/ask-for-a-coronavirus-test or call 119.





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