



Whole School Risk Assessment for the planned re-opening of school 1.6.20

WHOLE SCHOOL PROCEDURES: *“How to implement protective measures in an education setting before wider opening on 1 June”*

1. Refresh your risk assessment and other health and safety advice for children, young people and staff in light of recent government advice, identifying protective measures (such as the things listed below). Also ensure that all health and safety compliance checks have been undertaken before opening.
2. Organise small class groups, as described in the ‘class or group sizes’ section.
3. Organise classrooms and other learning environments such as workshops and science labs for those groups, maintaining space between seats and desks where possible.
4. Refresh the timetable:
 - a. decide which lessons or activities will be delivered
 - b. consider which lessons or classroom activities could take place outdoors
 - c. use the timetable and selection of classroom or other learning environment to reduce movement around the school or building
 - d. stagger assembly groups
 - e. stagger break times (including lunch), so that all children are not moving around the school at the same time
 - f. stagger drop-off and collection times
 - g. for secondary schools and colleges, consider how best to supplement remote education with some face to face support for students
 - h. plan parents’ drop-off and pick-up protocols that minimise adult to adult contact
5. In addition, childcare settings or early years groups in school should:
 - a. consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing
 - b. consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.
6. Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere.
7. Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts).
8. Consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible (guidance will shortly be published on safe travel).

Issue	Additional information and proposed actions	Actions applied by	Action completed / Date agreed
1. All risk assessments, health and safety policies and compliance checks will need to be completed before reopening	<ul style="list-style-type: none"> ✓ These will be completed initially at Trust level (PPE, H&S etc) and then applied to individual circumstances at WPSPS. ✓ It is vital that all of these changes and new ways or working are communicated to staff and parents alike. 	Trust and HT	1.6.20
2. Organisation of class sizes and groups in accordance with all relevant guidance	<ul style="list-style-type: none"> ✓ Each cohort (Nursery, Reception, Year 1 and Year 6) have been split into 2 groups. This has been possible due to the reduced number of children being sent to school and our current staffing levels. ✓ These groups will remain the same and not mix with other groups. Staffing will also remain the same within the class 'bubbles'. ✓ Due to the reduced numbers, we will be able to offer a place to all parents who have asked for one by the deadline. However, this will become an issue should the number of Key Worker children increase as staffing is working at maximum levels already. This may mean that certain year groups will have to be closed. ✓ Key worker children will be split into 3 groups. One formed by Year 2 children, one by Year 3 / 4 children and one by Year 4 / 5 children. ✓ Teachers in the key worker classes will be sufficiently supported. Should the number exceed 15 per group, the whole school situation will need to be revised. ✓ Sufficient support has been put in place to allow for certain SLT members to work out of class. This will give the chance to organise key worker registers for coming weeks, check on vulnerable children/families and carry out welfare calls, as well as the normal day to day running of the school. 	HT and SLT	22.5.20 and final confirmation 1.6.20
3. Organisation of workspaces to maintain space between desks and seats wherever possible	<ul style="list-style-type: none"> ✓ Each class will have enough tables to support the learners in there. Any surplus will be removed and stored in the hall. ✓ Where possible, tables will be spaced 2 meters apart. ✓ Any excess furniture will be removed and stored in the hall. This will include soft furnishings. ✓ Staff movement around school will be limited and all will be encouraged to walk on the left hand side of the corridors (up and back down), with signs displayed to encourage this. 	SLT and class teachers	29.5.20
4. Refresh the timetable	<ul style="list-style-type: none"> ✓ A staggered start back to school will be employed for each year group, to ensure that leadership, staff and parents have confidence in the risk assessment and steps being put in place. ✓ A slightly reduced timetable has been put in place with staggered drop off / pick up times. This will allow social distancing measures to be 	SLT	29.5.20

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	<p>put in place for parents and children at these time. This will also allow staff to have some allocated PPA time before/after children arrive and also provide time to check through Seesaw as the schools online learning platform for remaining children.</p> <ul style="list-style-type: none"> ✓ A timetable has been created to support staggered start and finish times. This will aid social distancing measures that need to be put in place. ✓ A staggered start / finish time will allow for one way entry and exit out of school (up the path and down the path / drive in marked areas). ✓ No formal assemblies will be completed during this time. SLT are discussing the possibility of delivering virtual updates/assemblies through Teams. AF to organise. ✓ Break times and lunch times will be staggered. These timetables will be shared with staff and parents / carers to ensure transparency in all aspects of the return to school. ✓ A revised PE timetable will be completed for bubbles to use the courts one at a time for PE sessions. 		
5. EYFS settings and classrooms	<ul style="list-style-type: none"> ✓ SLT to organise the classroom settings WB 25.5.20 to remove all potential issues and create workable stations in line with Government guidelines. 	SLT	29.5.20
6. Removal of unnecessary items from classrooms	<ul style="list-style-type: none"> ✓ All classrooms to only have the required amount of tables and chairs. ✓ All other furniture to be removed from classrooms. Surplus to be placed in the hall, which no children will enter. 	SLT and Engie	29.5.20
7. Remove soft furnishings	<ul style="list-style-type: none"> ✓ These will be totally removed from classrooms and placed in the hall / replaced when the school formally reopens to all children. 	SLT	29.5.20
8. Arrival and exit procedures	<ul style="list-style-type: none"> ✓ Parents will only be permitted to collect/drop off at specific times and places allocated on the rota. These can be seen on the individualised plans which will be communicated to parents. ✓ Only one adult per family group will be permitted onto school grounds. ✓ A one way system will be introduced to support social distancing (up the path and down the path where possible or road if not – families with access to disabled parking will be requested to drive with extreme caution and discouraged from parking at the top of the drive). ✓ Appropriate markers will be used on the playground / paths to support parents in keeping an appropriate 2 metre distance from classroom doors at pick up/drop off and from each other. 	SLT and Engie	29.5.20

Issue	Additional information and proposed actions	Actions applied by	Action completed / Date agreed
	<ul style="list-style-type: none"> ✓ Registration period extended to allow parents to make decision with regards to entry. ✓ Staggered start and finish times to be implemented and communicated to parents in advance. ✓ SLT to be present at the beginning / end of the day on the school site to encourage maximum health and safety of children, parents and staff and to encourage good organisation of the community. ✓ SLT to communicate with Engie regarding floor plans and markings on the route in for parents. 		
9. Staff or children showing signs of COVID 19 / Confirmed case of COVID 19 and testing	<ul style="list-style-type: none"> ✓ Staff/children will continue to follow school policy and guidance for attendance re absences eg to phone up each day if your child is absent / poorly if in YN, R, 1 and 6 and a key worker (please note that no penalty notices will be issued to YN, R, 1 or 6 families during this time). ✓ Any suspected staff cases of COVID-19 must be reported to SLT and Government guidance for self-isolation will be enforced for them and the 'bubble' they have been working in (SI for 7/14 days as appropriate and recommended). ✓ Suspected child cases must be reported to school and then self-isolation guidance followed as per above. ✓ Any suspected child cases during the school day must be reported to SLT. Following this the child will be taken to a space away from peers and the parent / carer phoned immediately to collect. Bubble information will be anonymously communicated and a deep clean of the class room and self-isolation room will be initiated. ✓ The school will always liaise with the Trust, Local Health Prevention Teams (PHE) and the Council if we have a positive case. 'Out of hours' contacts will be used if we are notified out of hours: Richard Lynch; Nina Sleight; Mel John-Ross; Megan Oxley. 	SLT and class staff Parents	Ongoing
10. Hygiene and prevention of spread	<ul style="list-style-type: none"> ✓ Staff to wear PPE as stated in ECM Trust guidelines (face masks, plus aprons and gloves etc in EYFS / when providing intimate care / dealing with FA). ✓ 25 Aqueous Zone spray bottles to be sourced by Engie. These are to be in each classroom/shared area and the Aqueous Ozone solution refreshed every 4 hours and used on a regular basis by class staff to support the cleaning of resources. ✓ Caretaker to carry out regular bin checks, hot spot cleaning and water refreshes throughout the day. 	All staff	1.6.20 and ongoing

Issue	Additional information and proposed actions	Actions applied by	Action completed / Date agreed
	<ul style="list-style-type: none"> ✓ Doors to be left open, where possible, to minimise contact and possibility of spread of the virus. ✓ SLT will aim to minimise the need for pupils to be moving around school unnecessarily. Where staff or pupils do need to move from room to room school will adopt a policy of keeping to the left of the corridors. ✓ Children will be reminded to wash hands regularly and follow the 20 second hand wash rule. ✓ Staff will be supplied with hand sanitiser. ✓ Emphasis will be made on using 'catch it, bin it, kill it' with coughs and sneezes and regular videos of such will be shared with the children in school. 		
11. Lunchtimes	<ul style="list-style-type: none"> ✓ School dinners to be limited to Grab a Bag option to prevent queueing at lunchtimes. These will be delivered to each classroom by one member of staff to reduce movement of several people around school at one time. ✓ Lunch eating arrangements include lunches to be eaten in classrooms to ensure children are not mixing with other groups whilst they eat, with a consistent, designated SMSA to care for the children. ✓ Lunch play time is to be staggered to ensure that only one group is out at a time or to provide groups with a designated space to be clearly marked. ✓ Any fixed play areas to be cordoned off to prevent children grouping together. ✓ Personal water bottles, clearly labelled, are to be brought and kept on individuals' desks / areas. ✓ Whilst Nursery will not be in at lunch, parents are to provide a full water bottle to last for the session. 	SLT SMSAs	1.6.20 and ongoing

Suggested staggered drop off / pick up times:

Drop off and pick-up times have been staggered as below. This will ensure parents can socially distance at 2m apart and should ensure parents will be able to bring their child up to school more safely. There are designated start times which parents should aim for (with suggestions of times to enter site and exit site), allowing for the next group of parents and children to access the site.

Yr group/ start date:	Start time	AM Break	Lunch (eating)	Lunch (playtime)	PM Break	Finish Time
N AM 1.6.20	8.30am (8.25-8.40am)	NA	NA	NA	NA	11am (10.55-11.05am)
N PM 1.6.20	12.30pm 12.35-12.40pm)	NA	NA	NA	NA	3pm (2.55-3.10pm)
FS2 1.6.20	8.45am (8.45-8.55am)	NA	12 – 12.30pm	12.30 – 1pm	NA	2.30pm (2.25-2.40pm)
Y1 3.6.20	9am (9-9.10am)	10.15 – 10.30am	12 – 12.30pm	12.30 – 1pm	1.45 – 2pm	2.45pm (2.45-2.55pm)
Y6 4.6.20	9.15am (9.15-9.20am)	10.15 – 10.30am	12.30 – 1pm	12 – 12.30pm	1.45 – 2pm	3pm (2.55-3.10pm)
Key worker 1.6.20	8.30am (8.25-8.40am)	10.30 – 10.45am	12.30 – 1pm	12 – 12.30pm	2 – 2.15pm	3.15pm (3.15-3.25pm)

Please note:

- If you are a key worker and your child is in Nursery, Reception, Year 1 or Year 6, your child will be within their year group groupings, not the key worker groupings.
- If you are a key worker and your child is in Years 2, 3, 4 or 5, your child will be placed in mixed year group teams of key worker children in those designated groupings.
- If you are not a key worker and have siblings in different year groups, with different start times and this is a problem, please contact a member of the senior leadership team (SLT) to discuss a personalised plan.
- If you are a key worker and have siblings in different year groups, with different start times and this is a problem, you may drop your children off at their designated door at 8.30am and pick up at 3.15pm. Your child will be cared for by a TA in that classroom until start time. Please contact SLT to make this personalised plan.

Teaching and Learning Offer:

Teachers will continue to set work for their classes using SeeSaw. However, it is essential that parents and children know that the feedback of this will be reduced, or may be done by somebody different, because staff who are able to work, are all teaching / caring for children.

MATHS:

Staff will continue to set the home learning created by White Rose in Years 1-6. This will be accompanied by the teaching video, which is on their SeeSaw web page. If in school, the White Rose worksheet will be set but the input will be done by members of staff within that group.

LITERACY:

Staff will continue to set the home learning created by Hamilton Trust in Years 1-6. Where children are accessing learning in school, this will be supported by modelling and a modelled write prior to the children accessing the activity.

RWI:

Staff will continue to use the Read Write Inc approach and children in Reception and Year 1 will have a Phonics session each day (however these will only be working within their own bubble). Where the children are not in school, this will be done using a link to the speed sound videos created by Ruth Miskin via SeeSaw.

Foundation Subjects:

Staff will continue to set one piece of learning, linked to the foundation subjects (including Science and Computing) each day. For the children in school, this piece of learning will be supported by some input from staff prior to the children accessing the activity.

Foundation Subjects:

Provision will be limited but children will be able to access some play based learning activities within their bubble.