

RISK ASSESSMENT – SPECIFIC ACTIVITY/SITUATION

WORKPLACE ACTIVITY:	Full reopening of Boarshaw Primary School	DATE:	17 th May 2020 Updated 11.09.20
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PERSONS AT RISK- AFFECTED BY ACTIVITY:	Staff and Pupils	NUMBER	350 Pupils 50 staff
ANY VULNERABLE PERSONS AFFECTED BY ACTIVITY:	People with underlying health problems	NUMBER	TBC

SETTING THE SCENE:

From 01.09.20, school will be open to ALL pupils and staff.

School will run as 5-Bubbles –

- Foundation Stage (Nursery and Reception – max number 86)
- Key Stage 1 (Years 1 and 2 maximum 120 (PAN) operational capacity currently 90)
- Lower Key Stage 2 (Years 3 and 4 maximum 120 (PAN) operational capacity currently 90)
- Year 5 Bubble (maximum 60)
- Year 6 Bubble (maximum 60)

Children across bubbles will not mix, unless a specific Risk Assessment has been undertaken to support individual SEND needs . Break and Lunchtimes will be staggered. Staff can work across bubbles.

Catering staff will be on site to prepare meals for children daily. Years 1 and 2 will eat in the school hall. All other classes will eat in the canteen.

Enhanced cleaning across school, whenever possible, a cleaner and caretaker will be on site during hours children are in school.

School uniform to be worn.

Parents will not be allowed inside the school building without an appointment. Contact with teachers to be via email/ telephone. Parents will not be able to communicate with staff at start/ end of the day in the playground.

Masks will not be worn in classrooms except for First Aid purposes. Children will not wear masks. Staff can wear masks in corridors, staffroom and in any meetings held if they wish.

Staff on playground at the start and end of the day will-wear masks.

Parents will not be allowed to congregate near the Year 5 and 6 entrances to the school, the pathway near Octopus classroom will be accessible for children and staff only.

Social distancing markers will be sprayed on floor and parents encouraged to use them at the start and end of the day.

Parents will be asked to wear masks in the playground. They will be asked to drop children off and leave immediately. Only one family member per drop off/ pick up.

Staggered start and finish times will be implemented.

POTENTIAL HAZARDS		Assessment of Risk		
REF.		Low	Med	High
1.	Risk of infection spreading via pupils or staff due to lack of social distancing in the classroom.			X
2	Lack of social distancing in toilets			X
3	Lack of social distancing waiting to enter classroom		X	
4.	Lack of social distancing during playtimes and lunchtimes		X	
5.	Contact of shared resources resulting in indirect transmission of the virus		X	
6.	Emotional distress of pupils		X	
7.	Emotional distress of staff		X	
8.	Risk of spreading virus due to close contact with children: 1 to 1			X

9.	Risk of infection due to lack of cleaning			X
10	Parents spreading Covid19 at entrance to school.			X
11	Issuing medication to children – i.e. conjunctivitis ointment. Child falls ill/has an accident and lack of first aiders in school.			X
12	Staff shortages due to unavailability of current staff		X	
13	Evacuation of staff and pupils affecting during a fire alarm due to one way systems and closed exits/entrances			X
14	Staff and pupils not used to Lockdown rules when located in different classrooms – intrusion risk increased due to separation of families and anxiety of parents/immediate family during current pandemic		X	
15	Increased risk of exposure to contamination from visitors – including contractors and external agencies (speech therapists, social workers, educational psychologists etc).			X

CONTROL MEASURES

- Larger bubbles will operate in order to ensure that the full curriculum and SEND provision can be offered. There will be 5 bubbles, Foundation Stage, Key Stage 1, Lower Key Stage 2, Year 5 bubble and Year 6 bubble. These bubbles will not mix.
- All children are expected to attend school.
- Classes will have their own entrance/ exit to school.
- Social distancing markings will be in playground and surrounding pavements to support social distancing, parents will be encouraged to wear masks in the playground. One parent per family to drop off, parents are not to congregate within school grounds or by gates. Parents are asked to wear masks when dropping children off.
- Face masks will not be worn by staff or pupils in school in classrooms, staff may wear (if they wish) mask in the staff room and during staff meetings.
- Staff on duty in the playground before and after school will wear masks.
- Furniture will be returned to the classrooms.
- Year 3 to Year 6 classrooms will be arranged so that children are not facing each other. There will be 2 children per desk
- Years 1 – 6 will have personal pencil case that has individual resources in.
- Display posters to explain the social distancing charter for the children – to include lining up for classroom, toilet, dining hall etc.
- Floor markings inside to show direction of flow in corridors, have markings to reinforce social distancing. Markings in canteen to enable children to socially distance when collecting food. Empty plates to be left on table. 2 children per table. Staggered lunchtimes. KS 2 classes eat in classrooms. Lunchtimes will be staggered, with bubbles eating lunch together. Years 1 and 2 will eat in the hall. All other classes will eat in the canteen.
- Behaviour policy will be updated and regularly reviewed – pupils will be isolated if they cannot adhere to charter or break social distancing rules. Persistent failure to follow policy – exclusions to apply.
- Staff will not be required to meet with parents on a one-to-one basis during this emergency period. Any conversations to be undertake either via email or phone call.
- Parents will be allowed in to the reception area to talk to office staff, one at a time. Office staff will use text messaging services and social media to communicate messages with parents where ever possible. Newsletters etc to be posted on Social Media and emailed.
- Children will have at least 2 emergency contact numbers, parents agree to update contact numbers where appropriate.
- Before and After School Clubs will reopen, each bubble will have it's own zoned area.
- Children will take home reading books and homework will be set. School bags are not allowed but reading bags and lunchboxes will be permitted.
- Reading books once returned, will be isolated for 48 hours before being put back into circulation.
- There will be no whole school assemblies. Assemblies can be held in 'bubbles'.
- All staff will return to duties. Risk assessments will be completed for vulnerable staff, children
- After school extra curricular activities will be suspended until after October half term.
- If any members of the bubble show symptoms of Coronavirus, the school will consider isolation of 7 days minimum for all members of the school. Every effort will be made to minimise contact with individuals who are unwell by ensuring that those who have Covid19 symptoms, or those who have some one in their household

that foes, do not attend school. Anyone who has Covid19 symptoms or who has tested positive in the previous 10 days must not attend school. Anyone developing symptoms (new continuous cough, high temp School or loss of sense of taste/ smell) during the day will be sent home and expected to self isolate for at least 10 days. Other members of the household, including siblings, should self isolate for 14 days from when the person first displayed symptoms .

- All will adhere to NHS Test and Trace. Contact details for any visitors to school will be collected and kept for 2 weeks. School will take swift action if we become aware that someone who has attended has tested positive for Covid19 and will contact the local Health Protection Team. If a parent refuses to take a child for a test – this will be viewed as a positive test result.
- School will follow the advise of the Health Protection Team, sending home people who have been in close contact with the person (closing bubble if necessary), advising them to self isolate for 14 days and organise a test.
- If there are two or more confirmed cases within 14 days or an overall rise in sickness absence where Covid19 is suspected advice will be sort from the Health Protection Team.
- School will be deep cleaned following any known contamination outbreak.
- PE equipment can be used but will be cleaned in between pupils. <https://www.afpe.org.uk/physical-education/wp-content/uploads/Updated-COVID-19-Guidance-July-2020.pdf>
- Whole class/ bubble singing activities will be suspended for the Autumn Term.
- Swimming will not be undertaken in the first half of the year.
- Water fountains will not be used. (Site staff to run daily to prevent legionella) Individual cups and jugs for water in classroom.
- School uniform will be reinstated in all year groups. PE kits will be kept in lockers.
- School trips in the local area can be undertaken, only school staff to support trips, parent helpers can not be used. Trips involving coaches/ public transport are not to be planned.

CLASSROOMS

- Soft furnishings will be removed from classrooms – soft toys, rugs, cushions. They will be reinstated in The Lagoon, Cove and Sea Shell, they will be steam cleaned as per cleaning schedule.
- Children will be issued with their own stationery – labelled in the classroom with their name. Pencil cases to be left in school, equipment not to be brought into school from home.
- Children to be encouraged to have school meals, packed lunches -lunchboxes can be used to bring packed lunches into school, they will be stored in lockers, hard cases that can be easily cleaned are preferable.
- Shared resources such as maths items/science equipment will be cleaned each night and left to dry if it leaves the bubble.
- Tables, door handles and other hard surfaces will the cleaned at the end of each day and regularly throughout the day.
- Lessons planned for individual work (not pairings or group work).
- Feedback using interactive whiteboard and visualizer to be used wherever possible.
- Hand sanitiser available at doors into school and inside classrooms. Bins for hand towels and tissues are not left to overflowing – inform teachers to monitor bins and do whatever is possible to keep overflowing to a minimum. Cleaners to regularly empty hand towel and tissue bins–Separate bins for classrooms for tissues, labelled with message to reinforce purpose and highly visible in class.
- Teachers to ensure that everyone washes their hands/ sanitises regularly throughout the day.
- Ipads and keyboards to be cleaned at the end of each day.
- Children will have their own pencil case with pencils, coloured pencils, ruler and pencil sharpener in.
- Children from the bubble will not be permitted to work in corridors.
- Pupils suffering from anxiety may need to have reduced time in school to support their emotional needs.
- Teaching staff will be allocated adequate time within the first two weeks of return to schooling to allow pupils to talk about their emotional needs, without being pressured into workload.
- The Safeguarding, SEND and Early Help leads will be contactable during the day to step in, assist and/ or support the teacher when required.
- Children with EHC Plan's are supported appropriately.-In order to meet specific needs some children may cross bubbles with a suitable risk assessment in place.
- Classrooms will be well ventilated – windows and doors open.
- Desks in classrooms (Years 4–3- 6) will be in rows with appropriate walking space between rows. Years 1 and 2 desks will be arranged in groups.

FOUNDATION STAGE

- It is recognised that individual desks and pencil cases is not appropriate for Foundation Stage, control measures in Foundation Stage will include: regular hand washing, specific teaching regarding the use of tissues and disposal of them, individual carpet places that will support children's understanding of personal space/ social distancing (helicopter arms).
- In addition to whole school hand cleaning routines FS children will wash/sanitise hands before every choosing time, before going outdoors and retuning inside from outdoor play..
- Children will have individual labelled zip wallets with carpet resources (whiteboard, pen and rubber)
- Soft furnishing will be kept to a minimum and will be cleaned or rotated/isolated weekly.
- All pencils, mark making tools, scissors and glue sticks will be cleaned daily.
- All resources in each area of learning will be thoroughly cleaned at least once a week and cleaning will be signed off on a rota.
- Books in shared reading will be rotated and stored for 48 hours before next use.
- Aprons will be cleaned daily and rotated.
- Playdough will be used, with new playdough each day. Children to be taught safe play routines including cleaning/sanitising hands before play, no eating, licking etc. If this behaviour is observed dough will be disposed of immediately. If dough is not available other alternatives to be offered in this area.
- Junk model resources will be stored in a labelled bag for a week before being put in provision.
- All models/creations to be taken home by the child the same day.
- Sand indoors will be used. Children to be taught safe play routines including cleaning/sanitising hands before play. All sand to be brushed off resources at the end of the day and resources cleaned. Sand to be sprayed with diluted Milton, mixed and left to air dry overnight. Sand to be discarded and replaced at least half termly. Outdoor sand will remain closed at this time.
- Bike handles to be wiped before each use (children to be taught how to do this).
- Climbing frame plastic parts to be cleaned after each outdoor play session.
- All outdoor resources to be thoroughly cleaned at least once a week on a rota.
- Children will bring their own wellington boots, no shared wellingtons will be used.
- Waterproof clothing will be worn by one child only each day and will then be cleaned or isolated/rotated.
- Water play to continue with warm water and soap added. Water to be replaced regularly during the day if needed. Taps on water butts to be cleaned regularly during the day.
- Children to be taught safe play routines in the home corner including not putting cups/cutlery/play food in mouths. Any items children have mouthed will be removed and cleaned. Resources in this area will be limited and cleaned regularly.
- Any items mouthed by children will be removed from play and thoroughly cleaned.
- No toys from home to be brought into the setting.
- Appropriate PPE to be worn when intimate care is necessary.
- Staff will continue to offer children emotional support in appropriate ways.
- Teaching assistants will support cleaners in ensuring that resources are cleaned or rotated (48 hours, 72 for plastic)

PUPIL TOILETS

- Pupils will only be allowed in to the toilet one at a time. At playtime a staff member will be monitor toilets and allow **one** child per time to enter.
- Markings on floor outside toilets to aid social distancing whilst waiting for the toilet.
- Hot water and soap will be checked on daily basis.
- Hand gel will be provided by entrance to classroom.
- Signs displayed to promote good handwashing.

CORRIDORS

- Markers will be put onto floor outside the classroom (internal and external).
- Corridors to be divided in half with tape and markings put down to show direction of flow and appropriate spacing.
- Pupils will not be requested to take registers or other items to the school office SIMS to be used to reflect attendance.

CANTEEN/ LUNCHES.

- Floor markings to show flow collecting food and reinforcing social distancing while in canteen
- Children to remain seated at tables while in canteen. Tables to be wiped down in between bubbles.
- Staggered lunchtimes for each bubble. Only one bubble in canteen at a time.
- Empty plates to be left on tables.
- Children may eat in the classrooms if social distancing cannot be maintained in the canteen. TA's will be

<p>allocated to the same bubble group each day.</p> <ul style="list-style-type: none"> • A list of children with food allergens will be displayed in the kitchen office and in the Hall related to Years 1 and 2. • Parents will be reminded of not sending in foods containing nuts, when appropriate, through messages and on website. • Children will need to wash hands before eating along with use of hand gel – available in the canteen. • 2 metres to be maintained with colleagues in kitchen 2 people to serve food. • Handwashing and social distancing reminders / markings to be in kitchen • Children to collect plate from shelf. • Gloves and aprons to be worn in kitchen and changed between tasks. • Staff serving food in the hall will wear gloves and apron. • Clothes (must be suitable clothing but does not have to be uniform) to be taken home daily and washed. • Aprons to be washed daily or disposable ones to be used. • Work surfaces, fridge/ freezer handles to be regularly wiped down. • Deliveries – appropriate PPE to be worn (disposable gloves and aprons) – social distancing to be maintained. • Deliveries that are signed for, paperwork is to be placed in a sealable plastic wallet for 72 hours • Wipe down stock (plastic wrappers) with disinfectant before putting away. Once away wash hands.
<p>FIRST AID.</p> <ul style="list-style-type: none"> • Medical area available for treatment of sick or injured pupils – have a sink and access to a toilet available that is segregated from general use – PPA room and kitchen toilet. • Brief all staff in handling basic first aid treatment, such as nose bleeds, issuing asthma inhalers, assisting pupils needing eye drops etc. • Anyone who is allocated to carry out first aid treatment will need to be wearing gloves and have a clear understanding of disposing of discarded materials (such as blood soaked tissues). • Hand wash and hand sanitizer will be available in the medical area. • Additional Vomit clean up kits will be provided in each classroom. Teaching staff and TA's will be informed of process to contain vomit safely (rather than leave it until cleaner can get into the classroom), • If the classroom cannot be used due to vomit, bubble will move outside or the canteen. • SEE PPE SECTION BELOW • All Teaching Assistants are first aid trained. • There are 5 paediatric first aiders – at least one will be on site at all times.
<p>SYMPTOMS OF COVID-19</p> <ul style="list-style-type: none"> • All members of the school community are expected to engage with Track and Trace. • Most common symptoms are recent onset of a new continuous cough and/ or high temperature (ABOVE 37.8), loss of sense of taste or smell. Anyone displaying these symptoms will prevented from entering school/ sent home. • Anyone testing positive must follow the stay at home guidance for households with possible or confirmed Covid19 infection. • School must take swift action when they become aware that someone who has attended who has tested positive by contacting the local Health Protection Team. Based on their advice, school will send home those people who have been in close contact advising them to self isolate for 14 days. • Parental refusal to take a child for a test will count as a positive result. • To help the Health Protection Team school will keep a record of pupils and staff in bubbles and a comprehensive record of any visitors. This will be shared if requested, with the Team. • 2 or more confirmed cases within 14 days or a marked increase in sickness absence that is suspected to be Covid related must be reported to the Health Team.
<p>PLAYGROUND</p> <ul style="list-style-type: none"> • Staggered playtime with separate play areas allocated for the bubble groups where necessary. • Playground equipment to be cleaned between 'bubble' playtimes or rotated (isolated for 48 hours before reuse. 72 hours for plastic) • Each bubble to have a box of playground equipment • Staff to be vigilant in the playground to actively encourage social distancing. • Staff will organise games in the playground if necessary, to avoid close contact , hopscotch, musical statues, individual tennis ball, games against the wall. etc – or collecting things of a 'Finders' list.
<p>STAFF WELL BEING/ EMOTIONAL SUPPORT</p> <ul style="list-style-type: none"> • Posters displayed in the staff room to include support lines – stress and bereavement counselling

- Counselling available through the school sickness insurance provider.
- A nominated member of staff is available to staff on a daily basis to be contacted to discuss staff concerns.
- Risk assessment to be reviewed as deemed appropriate until the school returns to 'normal'.
- The school day will run from 8.45am until 3.15pm. PPA will be blocked as a day a fortnight and is to be taken off site
- Staff to leave school by 4.15pm unless agreed otherwise with the Head Teacher.
- NQT time to be taken off site.
- Leadership time to be factored into working week, it is expected that this will be taken off site.
- Staff will be encouraged to socially distance from each other. Staff may chose to wear masks in the staffroom, corridors and during staff meetings.
- Staggered break and lunchtimes will help minimise the number of people needing access to the staff room at a given time. No more than 9 people permitted in the staff room at any time. The new meeting room (when finished) will also be set up as a staff room.
- Staff will be 'partnered' within respective bubbles with a colleague.
- All staff will have a monthly check in with a member of Senior Leadership. If appropriate this will occur more regularly.
- Staff meetings will be held within bubbles. Any whole staff meetings will be conducted via zoom.
- Staff on duty in the playground at the start and end of the day will wear a face mask.

BEHAVIOUR POLICY

- Updated prior to school reopening and linked to new home school agreement. Any risk of spitting or other behaviour difficulties that require close contact with the child will need an individual risk assessment to be written (or health care plan).
- Appropriate PPE to be worn where appropriate
- Disposable aprons to be ordered and extra gloves.
- Visors to be worn if staff member is at risk or being exposed to spitting
- Reduced timetable / exclusion/~~inclusion~~ considered if necessary, i.e. putting staff member at higher risk of potential contamination.

CLEANING STAFF

- All cleaning staff will wear appropriate PPE:- gloves and aprons, face masks if desired.
- All areas of school to be cleaned throughout the day, bins emptied etc.- particularly toilets and handles.
- Cleaning hours will be extended, there will be a cleaner on site throughout the school day.
- Deep cleaning of classrooms used, canteen, library, corridors, staff rooms and offices weekly.
- Staff undertaking cleaning duties should use disinfectant wipes with a minimum 70% alcohol or disinfectant. Bleach only to be used when cleaning up bodily spillages.
- Waste including tissue and disposable clothes should be tied in a bag, inside a bag and stored for 72 hours before being put into school bins.
- Social distancing to be maintained
- Uniform does not need to be worn, clothing must be appropriate and should be washed each night.

DEEP CLEAN

- All surfaces that the symptomatic person has come into contact must be cleaned and disinfected, including objects visibly contaminated with bodily fluids and all potentially contaminated high contact areas eg bathrooms, door handles, telephones etc.
- Disposable clothes/ paper roll are to be used and disposable mop heads to clean using: a combined disinfectant solution at a dilution of 1,000 parts per million chlorine or a household detergent followed by disinfectant (1000ppm av.cl), following manufactures instructions for use.
- All cloths and mop heads should be put into a double bag and stored for 72 hours before disposal.

PPE

- National guidance (12th May) advises that wearing a face covering or face mask in school is not recommended.
- Staff on duty in the playground at the start and end of the day will wear a face mask. Staff may also chose to wear a face mask in the staff room and during staff meetings.
- PPE will be worn by staff supporting pupils intimate care.
- If a child/ staff member becomes unwell with symptoms of coronavirus, they must return home. Supervising

<p>member of staff MUST wear a fluid-resistant surgical mask and maintain a 2 metre distance.</p> <ul style="list-style-type: none"> Any direct contact with pupil/staff member showing symptoms then disposable gloves, a disposable apron and fluid resistant surgical mask must be worn. If RA indicates then eye protection should also be worn. After use, PPE should be disposed of by storing securely within a disposable bin bag. This bag should be placed within another bag, tied securely and kept separately from other waste within the room. Bags with disused PPE should be kept for 72 hours before being placed in general rubbish bins. Once PPE has been removed, hands should be washed thoroughly.
<p>SCHOOL ENTERANCES/ OFFICE/ DELIVERIES</p> <ul style="list-style-type: none"> All classes have their own entrance to school. Children are staggered alphabetically. A – L 8.45am – 3.00pm, M-Z 9.00am – 3.15pm Any staff member coming into contact with parents at the reception area of entrance of the school may wear a mask Parents will not be allowed inside the school building without an appointment. The pathway to the Year 5 and Year 6 entrances will be for pupils and staff only. A barrier will be positioned near to the Octopus classroom Signage and floor markings in school entrance and in high footfall areas near to entrances/ exits. Reception – numbers restricted Deliveries that are signed for, paperwork is to be placed in a sealable plastic wallet for 72 hours
<p>SITE SAFETY</p> <ul style="list-style-type: none"> Site staff will work with the Head Teacher to ensure that staff will be informed of any changes to the fire evacuation route during this time. If some exit doors are not in use, all staff and pupils will be briefed. Part of return to school work with children will involve running through fire safety precautions, Pupils will practice the fire alarm drill during the second week of returning to school, taking into account social distancing rules whilst lining up in classrooms and also lining up at the assembly point. (aeroplane arms) If any members of staff are aware of groups of people loitering outside the school premises, a lockdown will be implemented until the groups dissipate. In the event that intruders do not leave, the police will be called. Deliveries are organised via office staff. Key holder on site at all times. Fire Evacuation procedures reviewed , increase in drill practices.
<p>VISITORS</p> <ul style="list-style-type: none"> External visitors will only be permitted into the school with the agreement of the Head or Deputy Head and where an appointment has been made. The only exception will be SW/ Police where there is potential of a significant CP issue. Only visitors will have to leave contact details in order to enter the premises. Maintenance contractors (essential services to monitor safety functions such as Legionella, gas and fire detection systems) will be permitted into school by appointment when required. They will need to provide contact details.
<p>TESTING</p> <p>The purpose of Covid19 testing is to test whether the person has Covid-19. It is not an antibody test to identify whether they have had or are immune to the virus. The test involves taking a swab of the nose and the back of the throat, it can be self administered or assisted test.</p> <p>Testing can be organised by phoning 119 or online at https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/</p> <ul style="list-style-type: none"> School has access to a small number of tests.
<p>COMMUNICATING WITH PARENTS.</p> <ul style="list-style-type: none"> Texting updates Emailing updates Social Media updates – Facebook, Twitter and Website. Zoom meetings can be used in certain circumstances – Annual reviews, Social distancing rules apply to school office. All children to have at least 2 working emergency contacts. Parents are expected to update as appropriate.
<p>COMMUNICATING WITH STAFF</p> <ul style="list-style-type: none"> All staff should check their work emails at least once a day, staff are asked to respond to emails in a timely fashion to prevent need to communicate face to face. All staff to check in daily with allocated member of staff – phase leader (FS Sarah, KS 1 Sadia, Lower KS 2 Ashleigh, Upper KS2 Nicola)

- The whiteboard in the staff room will be used to communicate messages, staff should check it regularly.
- Electronic team and staff meetings as appropriate.
- Zoom staff and key stage meetings.

CHILDREN'S CENTRE / PRIVATE NURSERY

School is to resume responsibility for cleaning the children's centre and as such is responsible for health and safety of staff working in there. RA's provided by Children Centre and Private Nursery are attached to this overriding document.

- Children Centre office to be limited to 1 person
- Early Year's room not in use.
- Handwashing signs to be put up – floor markings will be provided by school to reinforce social distancing at drop/ pick up points.
- Hand gel in all rooms and at entrance. Staff have individual bottles.
- Children will be dropped off/ collected from main entrance –Parents are not permitted to enter main building.
- One way system in place – entry via carpark, leave building via school main exit.
- Children's temperature will be taken on entry – temp over 37.8 will not be permitted to enter.
- Cleaning charts to record cleaning undertaken to be put up in all rooms.
- Cleaning schedule to be provided.
- Tissues and medical waste will be double bagged by PN staff. It will be put into a bin bag and left in Early Year's Room for school staff to safely store and dispose of after 72 hours.
- PPE will be used by PN staff in line with national guidance (supplied by PN)
- All soft toys, furnishings and rugs will be removed and stored in meeting room/ parent room
- PN staff responsible for wiping down toys during the day
- PN staff will support cleaning of rooms by wiping down sides, handles etc during the day.
- Messy play to be limited
- All surfaces to be left clear to aid wiping down, including sink areas and kitchen
- Gov Social distancing requirements: are 3.5 square metres for children under 3, 2.3 square metres for 2 year olds and 2.3 squared metres for children ages 3 to 5. Rooms in Children Centre are approximately 58 squared metres,
- 3 members of PN staff will be on site each day.
- Anticipated numbers : Mon 10, Tues 12, Wed 10, Thurs 10 Fri 9

THE CHILDREN CENTRE AND PRIVATE NURSERY HAVE NOT ALTERED THEIR RISK ASSESSMENT.

BUILDING WORKS

- Building compound is fenced off from main school.
- Building work to be completed and area handed back to school on October 30th 2020.

The Emergency Response Centres for Rochdale Borough can be contacted on 01706 923685 for support to access emergency food and supplies, shopping, collecting medicines and wider welfare needs such as benefits, community support and wellbeing.

INITIAL ASSESSMENT OF OVERALL RISK	LOW		MEDIUM		HIGH	X
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ADDITIONAL INFORMATION:

(Notes, comments, further details, outline procedures, safe systems of work, standards, drawings, etc.)

The following group of people are at high risk:

- have had an organ transplant
- are having certain types of cancer treatment
- have blood or bone marrow cancer, such as leukaemia
- have a severe lung condition, such as cystic fibrosis or severe asthma
- have a condition that makes you much more likely to get infections
- are taking medicine that weakens your immune system
- are pregnant and have a serious heart condition

WE HAVE TO ACCEPT THAT CHILDREN in Reception class and Year 1 WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS

- Letter will be sent to parents to advise them of the school control measures..
- No external visits will be carried out during the Summer term.
- No full school assemblies will be carried out. If children need to be addressed by the Head Teacher or an SLT member, this will be done in each classroom.
- Parent meetings will be carried out via virtual meetings wherever possibly, including third party consultants/advisors if necessary.
- Staff will not congregate in the staff room at beginning or end of day. They will go into school, directly to the designated teaching area.
- Photocopying requests will go through the staff office, to avoid any queuing in the photocopying room. Staff will be requesting to use minimal resources of photocopying materials, but will need to plan ahead to get these ready for classroom use. TA rota to support photocopying. Only Office Staff/ SLT/ ICT Manager and allocated TA to enter photocopy room.
- The staff room will be laid out so that chairs are segregated to enable social distancing rules to be observed. Staff will be advised to bring in packed lunches wherever possible so that microwaves are not used to reheat meals. All staff are entitled to school lunch.
- The fridge handles, worksurfaces, cupboard doors and geezer handle in staff room will be cleaned throughout the day.
- Hot water, soap, paper towels and hand sanitizer will be available in the staff room.

The staff room will be deep cleaned on weekly basis.

Risk Assessment Circulation List (tick box)

Employees		Management		Contractors	
Other – Specify:					
Signature of responsible person:				Date:	

Assessor:	Jackie Harland	Signature:	
Date Assessed:	27 th May 2020	Review Date:	12 th June 2020 28 th August 2020 29 th August 2020 11 th September 2020





RISK ASSESSMENT REVIEW - COMMENTS Date: 28 th August 2020			
Comments in red are updates for start of new academic year			
Reason for Review			
<ul style="list-style-type: none"> • Start of new academic year • School open to all pupils • Full complement of staff expected • Reflects guidance published over Summer Holidays. 			
Reviewed By:	Jackie Harland	Signature:	

RISK ASSESSMENT REVIEW - COMMENTS Date: 29 th August 2020			
Comments in purple reflect guidance published on 28 th August 2020.			
Reason for Review			
Guidance published 28 th August 2020			
Reviewed By:	Jackie Harland	Signature:	

RISK ASSESSMENT REVIEW - COMMENTS Date: 11 th September 2020			
Comments in brown reflect changes made after first full week of school .			
Reason for Review			
Lessons learned from first 7 days of children in school.			
Reviewed By:	Jackie Harland	Signature:	




COVID-19 (coronavirus) absence: A quick guide for parents / carers

**GREATER
MANCHESTER**
DOING THINGS DIFFERENTLY

What to do if...	Action needed	Back to school...
 <p>...my child has COVID-19 (coronavirus) symptoms*</p>	<ul style="list-style-type: none"> • Child shouldn't attend school • Child should get a test • Whole household self-isolates while waiting for test result • Inform school immediately about test results 	<p>...when child's test comes back negative and symptom free for 48 hours</p>
 <p>...my child tests positive for COVID-19 (coronavirus)</p>	<ul style="list-style-type: none"> • Child shouldn't attend school • Child self-isolates for at least 10 days from when symptoms* started (or from day of test if no symptoms) • Inform school immediately about test results • Whole household self-isolates for 14 days from day when symptoms* started (or from day of test if no symptoms) - <i>even if someone tests negative during those 14 days</i> 	<p>...when child feels better, and has been without a fever for at least 48 hours</p> <p>They can return to school after 10 days even if they have a cough or loss of smell / taste. These symptoms can last for several weeks once the infection is gone.</p>
 <p>...somebody in my household has COVID-19 (coronavirus) symptoms*</p>	<ul style="list-style-type: none"> • Child shouldn't attend school • Household member with symptoms should get a test • Whole household self-isolates while waiting for test result • Inform school immediately about test results 	<p>...when household member test is negative, and child does not have COVID-19 symptoms*</p>
 <p>...somebody in my household has tested positive for COVID-19 (coronavirus)</p>	<ul style="list-style-type: none"> • Child shouldn't attend school • Whole household self-isolates for 14 days from day when symptoms* started (or from day of test if no symptoms) - <i>even if someone tests negative during those 14 days</i> 	<p>...when child has completed 14 days of self-isolation, even if they test negative during the 14 days</p>

* Symptoms include at least one of a high temperature; a new continuous cough; a loss of or change to your sense of smell or taste. See more at:

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

What to do if...	Action needed	Back to school...
 <p>...NHS Test and Trace has identified my child as a 'close contact' of somebody with symptoms* or confirmed COVID-19 (coronavirus)</p>	<ul style="list-style-type: none"> • Child shouldn't attend school • Child self-isolates for 14 days (as advised by NHS Test and Trace) – even if they test negative during those 14 days • Rest of household does not need to self-isolate, unless they are a 'close contact' too 	<p>...when the child has completed 14 days of self-isolation, even if they test negative during those 14 days</p>
 <p>...we / my child has travelled and has to self-isolate as part of a period of quarantine</p>	<ul style="list-style-type: none"> • Do not take unauthorised leave in term time • Consider quarantine requirements and FCO advice when booking travel • Provide information to school as per attendance policy <p>Returning from a destination where quarantine is needed:</p> <ul style="list-style-type: none"> • Child shouldn't attend school • Whole household self-isolates for 14 days – even if they test negative during those 14 days 	<p>...when the quarantine period of 14 days has been completed for the child, even if they test negative during those 14 days</p>
 <p>...we have received advice from a medical / official source that my child must resume shielding</p>	<ul style="list-style-type: none"> • Child shouldn't attend school • Contact school as advised by attendance officer / pastoral team • Child should shield until you are informed that restrictions are lifted and shielding is paused again 	<p>...when school / other agencies inform you that restrictions have been lifted and your child can return to school again</p>

For further information:
gmhscp.contacttracing@nhs.net
[gov.uk/backtoschool](https://www.gov.uk/backtoschool)