

Tower View Primary School reopening: Whole School Risk Assessment September 2020.

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Contact with someone suffering from coronavirus</p>	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors 	<p>Everyone will be asked not to come into school if they need to self-isolate under <u>current guidance</u>. Regular reminders will be given to all community about this as well as poster reminders.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. This will be in one of the following places in school:</p> <ul style="list-style-type: none"> • Head's Office • Cookery room • Bungalow lounge • K.S. 2 dining room <p>999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p>	<p>Head Teacher or most senior member of staff at school in consultation with staff of year group.</p>	<p>September 1st 2020</p>	<p>School will not insist or expect any member of staff to transport a child or adult with suspected infection in their car.</p>

		<ul style="list-style-type: none">• If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask• If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron• If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none">• Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or• The driver and passenger will maintain a distance of 2m from each other; or• The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following <u>decontamination guidance</u>.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the <u>local health protection team</u>. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</p>			
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<p>Contact with coronavirus when getting to and from school</p>		<p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible. Anyone who needs to take public transport will be referred to <u>government guidance</u>.</p> <p>For dedicated school transport (i.e. buses, minivans), discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> • Follow hygiene rules • Try to keep their distance from passengers where possible • Do not work if they or a member of their household are displaying coronavirus symptoms <p>In addition, the school will work with providers, pupils and</p>			

	<p>parents/carers as appropriate to ensure that, wherever possible:</p> <ul style="list-style-type: none">• Pupils are grouped together on transport to reflect the groups that are adopted within school• Hand sanitiser is available upon boarding and/or disembarking• There is additional cleaning of vehicles• Queuing and boarding is well organised• Pupils practise distancing within vehicles• Children over the age of 11 use face coverings where appropriate, such as if they're likely to come into very close contact with people outside of their group or who they don't normally meet <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <ul style="list-style-type: none">• Their allocated drop off and collection times, with different groups being given different times• The protocols for minimising adult to adult contact dropping off and leaving quickly.• That only one parent/carer should attend• Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment <p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin.</p> <p>Pupils wearing any sort of face covering when arriving to school will wash their hands/hand sanitizer on arrival (as all pupils will), dispose of/store the covering, and wash their hands again before going to their classroom.</p> <p>Pupils will be made aware that they mustn't touch the front of the covering during use or removal.</p>			
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<p>Spreading infection due to touch, sneezes and coughs</p>		<p>Handwashing facilities will be provided. Each cohort is allocated a specific set of toilets and automated hand sanitiser to use.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Catch t! Bin it! Kill it! Principles implemented actively.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.</p> <p>Any child who has difficulties in breathing and/or using hand sanitizer will have specific procedures accounted for in care plan.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day.</p>	<p>Head Teacher or most senior member of staff at school in consultation with staff of year group.</p>	<p>September 1st 2020</p>	
<p>Spreading infection through</p>		<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p>	<p>Head Teacher or most senior member of staff at</p>	<p>September 1st 2020</p>	

<p>contact with coronavirus on surfaces</p>		<ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Books and games and other classroom-based resources • Computer equipment (including keyboards and mouse) • Sports equipment • Hard toys • Telephones • Fingerprint scanners • Outdoor play equipment <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, and mobile phones.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.</p> <p>Areas of the school not in use/minimal use will be shut off to make cleaning more manageable. (bungalow, K.S. 2 cloakrooms, dining room, K.S. 1 hall, office areas)</p> <p>Any resources shared between groups, such as sports,</p>	<p>school in consultation with staff of year group.</p>		
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	<p>art and science equipment, will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups using them; or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> • Restricted to one user; or • Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals <p>Shared rooms that have been minimised, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following <u>decontamination guidance</u>.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books. Minimum use of marking in books so as to reduce this affect.</p>			
<p>Spreading infection due to excessive contact and mixing</p>	<p>All year groups have been allocated rooms they can use, staggered use of playgrounds and differing entrances. This will minimize contact.</p> <p>It's likely that for younger children the emphasis will be on separating groups, and for older children it'll be on</p>	<p>Head Teacher or most senior member of staff at school in consultation with</p>	<p>September 1st 2020</p>	<p>A decision to have no staff working in various groups was made and the only person who will be allowed to enter each</p>

<p>between pupils and staff in lessons</p>	<p>distancing.</p> <p>As a primary school: Pupils will be kept to their cohort groups.</p> <p>Children in the EYFS will be kept in consistent groups based on their age groups, while adhering to the usual staffing ratios.</p> <p>Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will not occur.</p> <p>Pupils undertaking music session will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared. instrument playing won't take place in any larger groups.</p> <p>No assemblies or large gatherings.</p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand</p>	<p>staff of year group.</p>		<p>group will be Head Teacher (or most senior member of staff on site) when needed.</p> <p>Staff may use face masks or visors if they feel they need to for self-confidence, health reasons and/or specific situations.</p>
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		<p>washing and respiratory hygiene.</p> <p>Peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene. They will be advised where, when and how to undertake their activities.</p>			
<p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p>		<p>Pupils will be kept in the same groups at all times each day, and be kept separate from other groups.</p> <p>For pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these pupils safe.</p> <p>Pupil groups will have staggered timetables, including for start and finish times, break and lunch times, to avoid too many pupils being in one place at the same time. See separate document.</p> <p>Movement around the school site will be kept to a minimum.</p> <p>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>Rooms will be accessed directly from outside where possible, and any corridors will have one-way circulation or a divider down the middle to keep groups apart.</p> <p>All shared rooms, such as sport halls and dining areas, will be kept at half capacity to allow groups to keep apart when using them. They will be cleaned between each use. For dining areas, if this wouldn't be possible, lunch</p>	<p>Head Teacher or most senior member of staff at school in consultation with staff of year group.</p>	<p>September 1st 2020</p>	

		<p>will be brought to pupils in their classrooms.</p> <p>Toilet use will be managed to avoid crowding. See separate document.</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy or have specified people accessing them only.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p> <p>Non-overnight domestic educational visits can take place.</p> <p>After-school clubs will have specific risk assessment completed and use specified areas of school.</p>			
<p>Spreading infection due to the school environment</p>		<p><u>Checks to the premises</u> will be done to make sure the school is up to health and safety standards before opening in September. This will be flexible and change as necessary.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p> <p>The indoor space used for children in the EYFS will meet the following requirements:</p> <ul style="list-style-type: none"> • 3.5m² per child for children under 2 years old • 2.5m² per child for 2 year olds 	<p>Head Teacher or most senior member of staff at school in consultation with staff of year group.</p>	<p>September 1st 2020</p>	

		<ul style="list-style-type: none"> • 2.3m² per child for children aged 3 to 5 years old 			
Spreading infection due to excessive contact and mixing in meetings		<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p> <p>Staff meeting time will be placed on a Friday when school closes early. Whole staff meetings will be minimised.</p> <p>A twice weekly staff letter will be issued each week.</p> <p>SLT will meet weekly for 45 minutes in dining room on a Monday at 3.35pm.</p> <p>Monitoring of the curriculum etc. is outlined in a separate document.</p>	Head Teacher or most senior member of staff at school in consultation with staff of year group.	September 1 st 2020	
Individuals vulnerable to serious infection coming into school		<p>The school will continue to follow any shielding guidance in place to decide who should come into school.</p> <p>If the guidance is paused, all staff and pupils are expected to come into school, apart from staff who can continue to work from home (e.g. some admin staff).</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it's possible to maintain social distancing. Individual risk assessments may be completed if appropriate.</p>	Head Teacher or most senior member of staff at school in consultation with staff of year group.	September 1 st 2020	