**Benthal Primary School – UPDATED Risk Assessment Guidance for Parents/Carers from Monday 8th March 2021**

It is vital that you familiarise yourself with this updated Risk Assessment document as there are some very important changes that have needed to happen in order to keep school staff safe. **This Risk Assessment will be reviewed at the end of the Spring Term and updated as necessary after the Easter Break for the Summer Term**

The government has announced that all schools will reopen to all pupils from Monday 8th March 2021. Benthal will have a staggered approach to all pupils (except exteremly clinically vulnerable) returning across the week. **Attendance of all pupils is compulsory; non-attendance may lead to a fixed penalty notice being issued.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section 1: Preparation for ALL returning pupils prior to them arriving on Monday 8th March, Tuesday 9th March and 10th March 2021**  **ALL actions remain in place** | | | | | |
| Parents/Carers | | Information for Staff | | Building/Premises | |
| Action |  | Action |  | Action |  |
| * All returning pupils to be grouped into ‘Year Group Bubble’ groups |  | * All staff to follow the hand washing guidance issued to ensure that pupils are washing hands throughout the day |  | * Any soft furnishings in the medical room should be stored away in the cupboard |  |
| * Guidance to parents/carers about drop off and pick up times for each Year Group bubble |  | * Individual pupil resource zippy bags to be prepared- this includes all resources to be disinfected first before being collated |  | * Medical room bed, chairs cupboard and sink needs to be disinfected before use and then after every use. |  |
| * Parents/carers to share the reopening of Benthal letter from Ms Drew with their child/ren |  | * All toys used in EYFS need to be disinfected before the opening of the classroom (soft toys not to be used) |  | * All classrooms to be used by returning pupils to be deep cleaned |  |
| * Parents/carers to supply their child/ren with water bottles as the water fountains have been turned off in line with H & S guidance |  | * Staggered drop off and pick up times, playtimes and lunch times including time eating in the lunch hall- timetables given to all staff |  | * All door handles and push/pull areas need to be disinfected before pupil return |  |
| * The school will keep parents/carers updated on government announcements regarding at home use only Lateral Flow Device testing kits for primary age children |  | * Staff protocols to be issued along with Risk Assessment to all staff prior to return of ALL pupils |  | * All classes to have hand sanitiser and hand washing signs displayed as constant reminders |  |
|  |  | * All staff informed that there is PPE (gloves, masks and aprons) stored in the medical room and in the Cupboard in Oak Classroom - please use those only when administering first aid, supporting with any personal hygiene/intimate care needs of pupils and if a pupil is displaying possible COVID-19 symptoms and needs to be supervised. |  | * In areas where more people are going to be for example all offices, school halls, kitchen hatch hand sanitiser available |  |
|  |  | * All staff to be made aware that Benthal will only provide PPE for those stated uses only. Benthal will not provide PPE for staff use in general. Staff need to follow PPE in schools guidance |  | * All sinks and taps in all pupil and staff toilets checked that hot water available- repair any broken taps |  |
|  |  | * All staff to be made aware that the Sensory Room will now be used as the holding area for any child displaying symptoms and needing to isolate. |  | * All sinks in pupil and staff toilets to have soap available and checked and topped up daily |  |
|  |  | * All staff to be made aware that they need to continue to socially distance and keep 2m from other members of staff |  | * All furniture rearranged in rows facing the board, children to sit in pairs (Year 2-6) In EYFS and Year 1 table groups of no more than 4 children to each group – spare furniture to be removed |  |
|  |  | * All Staff are able to wear a face covering in areas where social distancing with another adult is difficult for example in corridor, if they choose to. This guidance will be updated by the government by Easter. |  | * Lunch hall table signage for Year Group Bubbles to be printed and laminated and placed on lunch tables to indicate where to sit |  |
|  |  |  |  | * Tables to be put in front of the hatch to create further distance between kitchen staff and pupils |  |
|  |  |  |  | * Two metre SD ‘spots’ to remain in corridors and in lunch hall (where the queue would be for the hatch) |  |
|  |  |  |  | * Sensory Room will be designated as a “holding” room to be used when isolating any pupil displaying COVID-19 symptoms- adult supervision with pupil using gloves, mask and apron |  |
|  |  |  |  | * Cupboard in Oak Classroom to hold second store of PPE to be kept for access to PPE for supervising adult |  |
|  |  |  |  | * Lidded pedal bins to be placed in all classrooms and other shared areas, ‘open’ bins to be removed |  |
|  |  |  |  | * Water fountains to be switched off |  |
|  |  |  |  | * First Aid Kits and Cleaning Tubs to be placed in each classroom |  |
|  |  |  |  | * Disinfectant wipes to be placed by photocopiers and telephones to be used after use, this includes laptops and the trolley |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section 2: Implementing school guidance/protocols for return of ALL pupils- these will be ongoing** | | | | | |
| Parents/Carers | | Information for Staff | | Building/Premises | |
| Action |  | Action |  | Action |  |
| * All parents/carers and any other adult or secondary age sibling encouraged to wear a face covering at drop off and pick up times, this is to protect you and other adults and **especially** the school staff * Non- attendance to school will trigger our attendance and safeguarding procedures as normal. Please speak to the School Attendance Officer Ms ward if you have any concerns or require further clarification |  | * All staff at the gate greeting families **MUST** wear a face covering |  | * SIMS registers and dinner registers to be taken as normal using the computer NO paper based registers will be given out only in the event of a system failure |  |
| * No parents/carers allowed to enter the school building or premises without an appointment **NO EXCEPTIONS.** * Nursery parents/carers are able to go the Early Years gate for pick up and drop off **only** |  | * Teachers and classroom staff must **NOT** speak to parents/carers at the gate, this must be done via the school office or the class email |  | * Support staff to complete home learning registers to record daily attendance to online learning and Zoom live teaching sessions in the event of a future lockdown or Year Group bubble closure * Non- attendance to school via online learning will trigger our attendance and safeguarding procedures. |  |
| * The school office will remain closed for ALL face-to-face visits without a prior appointment, contact through phone or email, within school time opening hours **ONLY** |  | * Bubbles will be Year Group bubbles and staggered drop off and pick up times and playtimes and lunch times remain in place. |  | * In KS2 classroom space to be reviewed and adjusted to allow for teachers to maintain 2 metres social distancing |  |
| * Parents/carers to speak to the SLT or other member of staff for anything very quick at the gate, **NO classroom staff available.** |  | * Playground organised into zones to keep Year Groups separated. * On occasion, year group bubbles may need to cross into another zone to access the building or other areas of the school- as this is outside it is considered low risk. Staff and children need to cross quickly with no stopping and with no interaction with other adults or children |  | * Children to remain seated once in their classroom- no group work or unnecessary moving about in the classroom |  |
| * Parents/carers to use class email or contact the school office via phone or email to pass on messages or to arrange an appointment for a phone call or use of video conferencing to speak to class teachers. |  | * Staff delivering Phonics in Year 1 & 2 must have an individual Risk Assessment with the SBM to ascertain the wearing of a transparent face hood for these lessons |  | * Slight adjustment for year group bubbles eating times in the hall to reduce the amount of children physically in the hall. |  |
| * No face-to-face meetings with any parents/carers the phone or video conferencing to be used unless authorised by the Head Teacher- **NO EXCEPTIONS** |  | * Staff to stay within their Year Group Bubble group, no across bubble working unless directed to do so by a member of SLT in extreme circumstances. |  | * Playground Zone labels to be checked on a regular basis to ensure they remain on display and are secure outside |  |
| * Three different entrances to be used on to school premises- Rendelsham Road for Year 2,4,5 & 6 and Benthal Road gate entrance for Year 1, 3 & Nursery and Maury Road for Reception (if a pupil is attending Breakfast Club or Play centre Playcentre entrance to be used as normal, they will go from the hall to their classroom and not go outside). **Staggered drop off and pick up times remain in place.** |  | * PE coaches, music teachers and instrument tutors who do work across bubbles must have an individual Risk Assessment with the SBM to ascertain the wearing of a face covering or transparent hood for these lessons |  | * All external service’s visiting the school must wear a face covering at all times. Details will be taken to support NHS test and trace, the storage of these details will be GDPR compliant. * Essential visitors (e.g for emergency remedial works, intruder alarm engineers, pest control etc.) can still visit the school when required, if possible out of school hours. Temparature checks and the declaration regarding COVID symptoms is a requirement for all visitors. |  |
| * All parents/carers are encouraged to get vaccinated for COVID19 when they receive their invite letter from NHS, not only will this protect you, but also your family and friends and school staff |  | * Year Group Bubble pupils must not mix with other Year Group Bubbles throughout the day, this includes Breakfast Club and Play centre. * Staff MUST not mix with other staff from other Year Group Bubbles |  | * No volunteers in the school all prior arrangements cancelled |  |
|  |  | * Any staff administering any form of first aid must wear a face mask and gloves |  | * All in school meetings in offices reduced to 2 adults only * The school office can have maximum 3 staff members from the same bubble |  |
|  |  | * Classroom natural ventilation- all classrooms need to have high windows opened slightly. * During playtimes and lunch times when children are not in the classroom the larger windows need to be opened to allow natural through flow of air. Although if it is wet play then this is not possible. |  | * No child/ren to sit or remain in any SLT office- adjustments to Red Room behaviour system required. |  |
|  |  | * Internal doors need to be open during the day and external doors also need to be open if they are not fire safety doors. * Doors should not be propped open by a wedge or object but by the floor release latch |  | * All corridor internal doors need to remain open including doors leading to the playground to allow for natural ventilation * All windows in corridors where they are able to open must be opened to allow for natural ventilation and through flow of air. * The windows in the large and small halls need to be fully open every time they are in use. |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section 3: Actions if a pupil begins displaying symptoms of COVID 19 or any other illness** | | | | |
| Parents/Carers | | Information for Staff | | Building/Premises |
| Action |  | Action |  | Action |
| * Any child with any form of illness including COVID19 symptoms will not be allowed on to school premises. If the symptoms are not COVID related, pupils can return once they have fully recovered. If the symptoms are COVID related they will need to stay at home, to self-isolate and get tested. * All siblings will also need to stay away from school. Children will only be able to return to school once the results are proved negative or the 10 day isolation period has ended. |  | * A member of SLT must be informed immediately to check and speak with the child |  | * Pupil isolated immediately in the Sensory Room (designated as a “holding area” this will be used for this purpose only) |
| * Parents/carers of ill pupil to be contacted to collect child immediately |  | * Digital thermometer to be used to check the temperature of the child at least three times across the period of up to 1 hour. It temperature remains concerning then SLT will inform office staff to call parents/carers. |  | * Disabled toilet can be used if pupil needs the toilet, once used this toilet will be closed until it has been deep cleaned |
| * If COVID19 like symptoms ill pupil to be tested and return once proved negative, parents/carers to be encouraged to share the result with the school to avoid unnecessary delay for well pupils and staff. |  | * The TA from the pupils Year Group Bubble group to supervise a waiting pupil |  | * Member of staff supervising to use gloves and mask, apron (boxes of these items are stored in the cupboard in Oak Class) |
| * Children and adults from the same Year Group bubble group **DO NOT** need to self-isolate so do not need to leave the school, unless they develop symptoms themselves. Only if the symptomatic child or adult tests positive, then those in contact with said individual would need to self-isolate for 10 days. The Year group bubble would then be closed. * Siblings of any child in a closed year group bubble will need to stay at home |  | * Any sibling of a sick child will need to use video conferencing to access the lessons- all information will be emailed via the class email, Tapestry or Marvellous Me |  | * Deep Clean of Sensory Room “holding area.” A cleaning team manager to be informed by SBM/office staff that this room is potentially hazardous and the cleaners will need knowledge of this and precautions taken as per their company guidance, before entering. |
| * If a case is proved positive the whole year group bubble and any adults working with that year group bubble will need to self-isolate for 10 days this includes all siblings across the school. https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/ |  | * Any sibling and child within the self-isolating year group bubble will need to use video conferencing to access the lessons- all information will be emailed via the class email, Tapestry or Marvellous Me |  | * Cleaning team manager to be informed by SBM/office staff that this room is potentially hazardous and the cleaners will need knowledge of this and precautions taken as per their company guidance, before entering. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section 4 : Actions if a member of staff begins displaying symptoms of COVID 19 or other illness or any form of short term absence**  **(Short term absence is between 1-5 school working days)** | | | | |
| Parents/Carers | | Information for Staff | | Building/Premises |
| Action |  | Action |  | Action |
| * If a member of staff displays COVID19 like symptoms, they will need to self-isolate and get tested immediately. * If the case is proved positive the whole year group bubble and all adults working within that year group will need to self-isolate for 10 days, this includes all siblings across the school. https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/ |  | * The staff member to immediately inform the Head Teacher or Deputy Head. |  | * Disabled toilet can be used if staff member needs the toilet, once used this toilet will be closed until it has been deep cleaned |
| * Cleaning team manager to be informed by SBM/office staff that this room is potentially hazardous and the cleaners will need knowledge of this and precautions taken as per their company guidance, before entering. |
| * In extreme circumstances there may be **NO** school staff available to cover classes for short term staff teacher absence or illness, not COVID19 related. The school will do its best to cover the absence. However, in an emergency, we may need to use outside supply cover agencies. |  | * Any sibling and child within the self-isolating year group bubble will need to use video conferencing to access the lessons- all information will be emailed via the class email, Tapestry or Marvellous Me |  |  |
|  |  |

This Risk Assessment Guidance for Parents/Carers is kept under constant review. We reserve the right to change it where necessary and at short notice. This document is an Addendum to the Health & Safety Policy for Benthal Primary School.