



Benthal Primary School –Risk Assessment Guidance for Parents/Carers from September 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 Autumn Term and updated as necessary if government guidance changes.**

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 in September 2021					
ALL actions remain in place					
Parents/Carers		Information for Staff		Building/Premises	
Action		Action		Action	
<ul style="list-style-type: none"> All returning pupils to be grouped into four phases:- EYFS Phase; KS1 Phase, Lower KS2 Phase (Yr 3 & 4) & Upper KS2 Phase (Yr 5/6) 	✓	<ul style="list-style-type: none"> All staff to follow the hand washing guidance issued to ensure that pupils are washing hands throughout the day 	✓	<ul style="list-style-type: none"> Medical room bed, chairs cupboard and sink needs to be disinfected before use and then after every use. 	✓
<ul style="list-style-type: none"> Phase Group drop off and pick up times shared with parents/carers 	✓	<ul style="list-style-type: none"> KS2 Individual pupil resource zippy bags to be prepared- this includes all resources to be disinfected first before being collated 	✓	<ul style="list-style-type: none"> All classrooms to be used by returning pupils to be deep cleaned as part of the summer break cleaning procedures 	✓
<ul style="list-style-type: none"> The school will keep parents/carers updated on government announcements regarding at home use only Lateral Flow Device testing kits for primary age children 	✓	<ul style="list-style-type: none"> Phase drop off and pick up times, playtimes and lunch times including time eating in the lunch hall- timetables given to all staff 	✓	<ul style="list-style-type: none"> Cleaning tubs for each classroom and multiple spaces to be replenished with hand sanitiser, disinfectant spray and PPE etc 	✓
		<ul style="list-style-type: none"> Re-opening Guidance to be issued to all staff and discussed on 1st September at the INSET. 	✓	<ul style="list-style-type: none"> In areas where more people are going to be for example all offices, school halls, kitchen hatch hand sanitiser available 	✓
		<ul style="list-style-type: none"> All Staff are able to wear a face covering in areas where social distancing with another adult is difficult, if they choose to. 	✓	<ul style="list-style-type: none"> All sinks in pupil and staff toilets to have soap available and checked and topped up daily 	✓
		<ul style="list-style-type: none"> All staff informed that PPE (gloves, masks and aprons) are stored in the medical room. All staff can use 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. 	✓	<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> All staff at the gate greeting families can choose to wear a face covering 	<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> 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 future clarification 	<ul style="list-style-type: none"> Teachers and classroom staff must NOT speak to parents/carers at the gate at drop off time, this must be done via the school office or the class email. They can however, interact in the playground or courtyard at pick up times. 	<ul style="list-style-type: none"> 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 phase/class closure or if an individual is self-isolating and is well enough to join online lessons Non- attendance to school via online learning will trigger our attendance and safeguarding procedures.
<ul style="list-style-type: none"> No parents/carers allowed to enter the school building without an appointment. 	<ul style="list-style-type: none"> KS2 Upper and Lower Phase will have different times for morning playtime 11.00-11.15 and 11.15-11.30am 	<ul style="list-style-type: none"> When eating in the hall all Year groups will sit at the same set of tables in the hall- staggered times in the hall to eat similar to pre-COVID times
<ul style="list-style-type: none"> KS1 and 2 Parents/Carers to drop off their child at the school gate (either Benthall or Rendlesham Rd) At Pick up time KS1 and KS2 are able to enter the school playground and courtyard area and wait at the designated area. All Reception and Nursery parents/carers are able to enter the Early Years playground at drop off and pick up times 	<ul style="list-style-type: none"> Lunch time playground zones will remain for KS2 only On occasion, different phases 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 	<ul style="list-style-type: none"> Essential visitors (e.g. for emergency remedial work, intruder alarm engineers, pest control etc) can still visit the school when required, if possible out of school hours. Declaration regarding COVID symptoms is a requirement for all visitors
<ul style="list-style-type: none"> In the mornings parents/carers to speak to the SLT or office staff for anything very quick at the gate, NO classroom staff available. 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> All external service's can visit the school and follow our hygiene protocols.
<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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.
<ul style="list-style-type: none"> No face-to-face meetings in the building with any parents/carers. The phone or video conferencing to be used unless authorised by the Head Teacher 	<ul style="list-style-type: none"> All staff have access to LFDs in order to test themselves at home twice a week if they choose to. Test may show a false positive if you have had COVID19 in the last 90 days. 	<ul style="list-style-type: none"> KS2 Playground Zone labels to be checked on a regular basis to ensure they remain on display and are secure outside
<ul style="list-style-type: none"> Two different entrances to be used on to school premises- Rendlesham Road for Year 2,3 & 4; 5 & 6 and Benthall Road gate entrance for Year 1, Reception & Nursery. if a pupil is attending Breakfast Club or Play centre Playcentre entrance to be used as normal, they will 	<ul style="list-style-type: none"> All staff 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 	

go from the hall to line up with their class outside or taken to their classroom		
<ul style="list-style-type: none"> New Phase times have been introduced- Upper KS2 (Yr 5/6) at 8.50am- 3.20pm; Lower KS2 (Yr 3 /4) at 8.55am-3.25pm and KS1 and EYFS 9.00-3.30pm 	<ul style="list-style-type: none"> All teachers from Year 2-6 need to collate and save on the system seating plans for all subject groups if children are in different groups for different subject areas. 	
<ul style="list-style-type: none"> 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 		

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
<ul style="list-style-type: none"> Any child displaying COVID19 like symptoms will need to be tested. They will be able to return if the result is negative and they are feeling well enough to return Parents/carers are encouraged to share the result with the school to avoid unnecessary delay. If the result is positive, they will need to stay at home, to self-isolate, following government guidance. Parents/carers of ill pupil to be contacted to collect child immediately 	<ul style="list-style-type: none"> Teachers and support staff are expected to deliver remote learning for the duration of the waiting period for families and their children awaiting test results linked to COVID19, unless they themselves are unwell. Staff in EYFS and Year 1 do not need to self-isolate while they are waiting for their PCR results, unless they develop symptoms 	<ul style="list-style-type: none"> A member of SLT must be informed immediately to check and speak with the child
<ul style="list-style-type: none"> In EYFS and Year 1- If we have 1 or more positive cases then all staff in EYFS and Year 1 will need to be PCR tested. Parents/carers are encouraged to get a PCR test for their child in EYFS and Year 1- this is because it is impossible to determine which children and adults the children have interacted with. 	<ul style="list-style-type: none"> Zoom lessons will be used and teachers are expected to use the class email to send the relevant details to any individual family or whole cohort awaiting results. 	<ul style="list-style-type: none"> Any child with COVID 19 like symptoms needs to sit outside the Head Teachers office at the wooden tables and chairs. These will support sanitisation once the child has gone. Cleaning staff to be alerted to disinfect this area
<ul style="list-style-type: none"> In Year 2- Year 6- staff and children in direct contact with a positive case, in a classroom, need to have a PCR test and return if negative. 	<ul style="list-style-type: none"> Support staff will need to keep a register, and to call families if a child does not attend a zoom lesson 	<ul style="list-style-type: none"> SBM to ensure that cleaning team maintain high standards of cleaning including using disinfectant to wipe down tables and door handles and doors
<ul style="list-style-type: none"> In Year 2-6, if there are 3 or more positive cases in one year group then the entire year group (children and staff) will need to have a PCR test and only return if negative. Self-isolation is only for positive cases. 	<ul style="list-style-type: none"> Support staff will be used to support the remote learning of individuals or small groups where necessary. 	
<ul style="list-style-type: none"> Following government guidance the school may need to revert back to a bubble group system for the stated time of 10 days, if there is an outbreak of 5 or more positive cases in a contained year group or scattered across the school. Parents/carers will be given information about any changes to drop off/pick up times and place if this is required. 	<ul style="list-style-type: none"> Teachers and support staff are expected to deliver remote learning, including Zoom lessons for any children with COVID 19 related absences., unless the child is unwell or they themselves are unwell. 	

Section 4 : Actions if a member of staff begins displaying symptoms of COVID 19

Parents/Carers	Information for Staff	Building/Premises
Action <ul style="list-style-type: none"> • If a member of staff displays COVID19 like symptoms, they will need to self-isolate and get PCR tested immediately. • If the case is proved positive the member of staff will need to inform NHS Test & Trace. • Any child or staff colleague in direct contact with the positive case in the classroom will need to get PCR tested and only return if negative. 	Action <ul style="list-style-type: none"> • The staff member to inform immediately the Head Teacher or Deputy Head. 	Action <ul style="list-style-type: none"> • Disabled toilet can be used if staff member needs the toilet, once used this toilet will be closed until it has been deep cleaned <hr/> <ul style="list-style-type: none"> • 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, wearing PPE.

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 Benthall Primary School.