



## Benthal Primary School – January 2021 Addendum to the Risk Assessment of September and updated on 2<sup>nd</sup> November 2020

### UPDATED Risk Assessment Guidance for Parents/Carers

In order for ease of use this addendum only includes the new actions. These NEW actions now supersede similar actions on the original Risk Assessment given to all parents/carers in September and the updated in November 2020. All other actions not listed here remain in place and you should refer to the November 2020 Risk Assessment.

It is vital that you familiarise yourself with this addendum document as there are some very important changes that have needed to happen in order to keep school staff safe. **This addendum will be reviewed at the end of the 6 week national lockdown from January 5<sup>th</sup> 2021.**

**Due to the 6 week national lockdown Benthal School has been directed, by the government, to only open for Critical Key Workers to the COVID19 response and vulnerable children.**

#### Section 1: Preparation for ALL returning pupils prior to them arriving on Monday 7<sup>th</sup> and Tuesday 8<sup>th</sup> September 2020- ALL actions remain in place

#### Section 2: Implementing school guidance/protocols whilst eligible pupils ONLY return- these will be ongoing

Parents/Carers	Information for Staff	Building/Premises
<b>Action</b>	<b>Action</b>	<b>Action</b>
<ul style="list-style-type: none"> <li>All parents/carers to contact the school to confirm if they are a Critical Key Worker- proof of this will be required.</li> <li>A place will only be given if both parents/carers are Critical Key Workers. As we need to keep the amount of children in school to a minimum</li> </ul>	<ul style="list-style-type: none"> <li>Government guidance for all eligible children to be sent out to parents/carers on Sunday 3<sup>rd</sup> January 2021.</li> <li>Office staff to collate and keep a list of Critical Key Worker children with required proof form parents/carers once confirmed.</li> </ul>	<ul style="list-style-type: none"> <li>Onsite teachers and support staff to be given registers to record daily attendance either for an eligible child or when online learning from home.</li> <li>Non- attendance to school if eligible or online learning will trigger our safeguarding procedures.</li> </ul>
<ul style="list-style-type: none"> <li>The government have listed categories of vulnerable children. The school will contact you if your child falls into any of these categories.</li> </ul>	<ul style="list-style-type: none"> <li>Government guidance for all eligible children to be sent out to parents/carers on Sunday 3<sup>rd</sup> January 2021.</li> <li>List collated of those children that are also eligible that are not key worker children</li> <li>Office staff to contact families either via the phone or email to offer the place.</li> </ul>	<ul style="list-style-type: none"> <li>Onsite teachers and support staff to be given registers to record daily attendance either for an eligible child or when online learning from home.</li> <li>Non- attendance to school if eligible or online learning will trigger our safeguarding procedures.</li> </ul>
<ul style="list-style-type: none"> <li>All parents/carers and any other adult or secondary age sibling encouraged to wear a face covering at drop off and pick up times</li> </ul>	<ul style="list-style-type: none"> <li>All staff at the gate greeting families <b>MUST</b> wear a face covering</li> </ul>	
<ul style="list-style-type: none"> <li>No parents/carers allowed to enter the school building or premises <b>NO EXCEPTIONS.</b></li> </ul>	<ul style="list-style-type: none"> <li>Teachers and classroom staff must <b>NOT</b> speak to parents/carers at the gate, this must be done via the school</li> </ul>	<ul style="list-style-type: none"> <li>In KS2 classroom space to be reviewed and adjusted to allow for teachers to maintain 2 metres social distancing</li> </ul>

	office or the class email	
<ul style="list-style-type: none"> <li>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 <b>ONLY</b></li> </ul>	<ul style="list-style-type: none"> <li>Bubbles will be Year Group bubbles and staggered drop off and pick up times and playtimes and lunch times remain in place.</li> </ul>	<ul style="list-style-type: none"> <li>Children to remain seated once in their classroom- no group work or unnecessary moving about in the classroom</li> </ul>
<ul style="list-style-type: none"> <li>Parents/carers to speak to the SLT or other member of staff for anything very quick at the gate, <b>NO classroom staff available.</b></li> </ul>	<ul style="list-style-type: none"> <li>Staff delivering Phonics in Year 1 &amp; 2 must have an individual Risk Assessment with the SBM to ascertain the wearing of a transparent face hood for these lessons</li> </ul>	<ul style="list-style-type: none"> <li>Slight adjustment for year group bubbles eating in the hall to reduce the amount of children physically in the hall.</li> </ul>
<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>All external services visiting the school must have their temperature checked and face covering must be worn at all times. Temperature results will not be recorded or kept and complies with GDPR. All external services visitors will also have to confirm that they do not have COVID-19 symptoms before they enter the school.</li> </ul>
<ul style="list-style-type: none"> <li>No face-to-face meetings with any parents/carers the phone or video conferencing to be used- <b>NO EXCEPTIONS</b></li> </ul>	<ul style="list-style-type: none"> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>No volunteers in the school all prior arrangements cancelled</li> </ul>
<ul style="list-style-type: none"> <li>Three different entrances to be used on to school premises- Rendelsham Road for Year 2,4,5 &amp; 6 and Benthall Road gate entrance for Year 1, 3 &amp; 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.</li> </ul>	<ul style="list-style-type: none"> <li>Year Group Bubble pupils must not mix with other Year Group Bubbles throughout the day, this includes Breakfast Club and Play centre.</li> <li>Staff <b>MUST</b> not mix with other staff from other Year Group Bubbles</li> </ul>	<ul style="list-style-type: none"> <li>All in school meetings in offices reduced to 2 adults only</li> </ul>
	<ul style="list-style-type: none"> <li>Any staff administering any form of first aid must wear a face mask and gloves</li> </ul>	<ul style="list-style-type: none"> <li>No child/ren to sit or remain in any SLT office- adjustments to Red Room behaviour system required.</li> </ul>
	<ul style="list-style-type: none"> <li>Classroom natural ventilation- all classrooms need to have high windows opened slightly.</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>All corridor internal classroom doors need to remain open (using only the fire door retainers and not door wedges) and also doors leading to the playground (to allow for natural ventilation).</li> <li>All windows in corridors where they are able to open must be opened to allow for natural ventilation and through flow of air.</li> <li>The windows in the large and small halls need to be fully open every time they are in use.</li> </ul>

### Section 3: Actions if a pupil begins displaying symptoms of COVID 19 or any other illness

Parents/Carers	Information for Staff	Building/Premises
<b>Action</b>	<b>Action</b>	<b>Action</b>
<ul style="list-style-type: none"> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>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</li> </ul>	

<p>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.</p>		
<ul style="list-style-type: none"> <li>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. <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/</a></li> </ul>	<ul style="list-style-type: none"> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> </ul>

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
<ul style="list-style-type: none"> <li>If a member of staff displays COVID19 like symptoms, they will need to self-isolate and get tested immediately.</li> <li>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. <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/</a></li> </ul>	<ul style="list-style-type: none"> <li>The staff member to immediately inform the Head Teacher or Deputy Head.</li> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>Disabled toilet can be used if staff member needs the toilet, once used this toilet will be closed until it has been deep cleaned</li> <li>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.</li> </ul>
<ul style="list-style-type: none"> <li>In extreme circumstances there may be <b>NO</b> 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.</li> </ul>		

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.