



## Benthal Primary School –Risk Assessment Guidance for Parents/Carers from January 2022

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 February half 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. {All updates are highlighted in yellow}**

<b>Section 1: Preparation for ALL returning pupils prior to them arriving in January 2022</b>					
<b>ALL actions remain in place</b>					
Parents/Carers		Information for Staff		Building/Premises	
Action		Action		Action	
<ul style="list-style-type: none"> <li>All returning pupils to be grouped into four phases:- EYFS Phase; KS1 Phase, Lower KS2 Phase (Yr 3 &amp; 4) &amp; Upper KS2 Phase (Yr 5/6)</li> </ul>	✓	<ul style="list-style-type: none"> <li>All staff to follow the hand washing guidance issued to ensure that pupils are washing hands throughout the day</li> </ul>	✓	<ul style="list-style-type: none"> <li>Medical room bed, chairs cupboard and sink needs to be disinfected before use and then after every use.</li> </ul>	✓
<ul style="list-style-type: none"> <li>Phase Group drop off and pick up times shared with parents/carers</li> </ul>	✓	<ul style="list-style-type: none"> <li>KS2 Individual pupil resource zippy bags to be prepared- this includes all resources to be disinfected first before being collated</li> </ul>	✓	<ul style="list-style-type: none"> <li>All classrooms to be used by returning pupils to be deep cleaned as part of the summer break cleaning procedures</li> </ul>	✓
<ul style="list-style-type: none"> <li>The school will keep parents/carers updated on government announcements regarding at home use only Lateral Flow Device testing kits for primary age children</li> </ul>	✓	<ul style="list-style-type: none"> <li>Phase drop off and pick up times, playtimes and lunch times including time eating in the lunch hall- timetables given to all staff</li> </ul>	✓	<ul style="list-style-type: none"> <li>Cleaning tubs for each classroom and multiple space to be replenished with hand sanister, disinfectant spray and PPE etc</li> </ul>	✓
		<ul style="list-style-type: none"> <li>Re-opening Guidance to be issued and discussed to all staff on 4th September 2021 at the INSET.</li> </ul>	✓	<ul style="list-style-type: none"> <li>In areas where more people are going to be for example all offices, school halls, kitchen hatch hand sanitiser available</li> </ul>	✓
		<ul style="list-style-type: none"> <li>All Staff are able to wear a face covering in areas where social distancing with another adult is difficult, if they choose to.</li> </ul>	✓	<ul style="list-style-type: none"> <li>All sinks in pupil and staff toilets to have soap available and checked and topped up daily</li> </ul>	✓
		<ul style="list-style-type: none"> <li>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.</li> </ul>	✓	<ul style="list-style-type: none"> <li>Disinfectant wipes to be placed by photocopiers and telephones to be used after use, this includes laptops and the trolley</li> </ul>	✓

## Section 2: Implementing school guidance/protocols for return of ALL pupils- these will be ongoing

Parents/Carers	Information for Staff	Building/Premises
<p><b>Action</b></p> <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> <li>If a parent/carer needs to come to the school office they <b>MUST</b> wear a face covering unless they are exempt.</li> <li>Only 1 parent/carer will be dealt with at a time- all waiting parent/carers need to do so in the courtyard</li> </ul>	<p><b>Action</b></p> <ul style="list-style-type: none"> <li>All staff at the gate greeting families <b>MUST wear a face covering unless they are exempt</b></li> </ul>	<p><b>Action</b></p> <ul style="list-style-type: none"> <li>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</li> </ul>
<ul style="list-style-type: none"> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>Teachers and classroom staff must <b>NOT</b> 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.</li> </ul>	<ul style="list-style-type: none"> <li>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</li> <li>Non- attendance to school via online learning will trigger our attendance and safeguarding procedures.</li> </ul>
<ul style="list-style-type: none"> <li>No parents/carers allowed to enter the school building without an appointment <b>NO EXCEPTIONS.</b></li> </ul>	<ul style="list-style-type: none"> <li>KS2 Upper and Lower Phase will have different times for morning playtime 11.00-11.15 and 11.15-11.30am</li> </ul>	<ul style="list-style-type: none"> <li>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</li> </ul>
<ul style="list-style-type: none"> <li>KS1 and 2 Parents/Carers to drop off their child at the school gate (either Benthall or Rendlesham Rd)</li> <li>At Pick up time KS1 and KS2 are able to enter the school playground and courtyard area and wait at the designated area.</li> <li>All Reception and Nursery parents/carers are able to enter the Early Years playground at drop off and pick up times.</li> <li>All parents/carers to socially distance when in the courtyard and the playground areas.</li> <li>All parents/carers to leave the school grounds promptly after pick up time</li> </ul>	<ul style="list-style-type: none"> <li>Lunch time playground zones will remain for KS2 only</li> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>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</li> </ul>
<ul style="list-style-type: none"> <li>In the mornings 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>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> <li>All classrooms now have CO2 Monitors installed- these will be monitored throughout the day to support ventilation of rooms</li> </ul>	<ul style="list-style-type: none"> <li>All external service's can visit the school and follow our hygiene protocols.</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</li> </ul>	<ul style="list-style-type: none"> <li>Internal doors need to be open during the day and external doors also need to be open if they are not fire safety doors.</li> </ul>	<ul style="list-style-type: none"> <li>All corridor internal doors need to remain open including 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</li> </ul>

<ul style="list-style-type: none"> <li>phone call or use of video conferencing to speak to class teachers.</li> </ul>	<ul style="list-style-type: none"> <li>Doors should not be propped open by a wedge or object but by the floor release latch</li> </ul>	<ul style="list-style-type: none"> <li>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>
<ul style="list-style-type: none"> <li>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- <b>NO EXCEPTIONS</b></li> </ul>	<ul style="list-style-type: none"> <li>All staff have access to LFDs in order to test themselves at home twice a week . Test may show a false positive if you have had COVID19 in the last 90 days.</li> </ul>	<ul style="list-style-type: none"> <li>KS2 Playground Zone labels to be checked on a regular basis to ensure they remain on display and are secure outside</li> </ul>
<ul style="list-style-type: none"> <li>Two different entrances to be used on to school premises- Rendelsham Road for Year 2,3 &amp; 4; 5 &amp; 6 and Benthall Road gate entrance for Year 1, Reception &amp; Nursery.</li> <li>if a pupil is attending Breakfast Club or Play centre Playcentre entrance to be used as normal, they will go from the hall to line up with their class outside or taken to their classroom</li> </ul>	<ul style="list-style-type: none"> <li>All staff are encouraged to get vaccinated for COVID19, including <b>the booster jab</b>, when they receive their invite letter from NHS, not only will this protect you, but also your family and friends and school staff <b>and keeps Benthall open</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Furniture in staff communal areas will be removed in order to create socially distanced spaces.</b></li> </ul>
<ul style="list-style-type: none"> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>All teachers from Year 2-6 need to collate and save on the system any <b>NEW</b> plans for all subject groups if children are in different groups for different subject areas.</li> </ul>	<ul style="list-style-type: none"> <li><b>Staff must not send a child to SLT to receive praise for good work- will be reviewed at the end of January</b></li> </ul>
<ul style="list-style-type: none"> <li>All parents/carers are encouraged to get vaccinated for COVID19 and <b>get their booster jab</b>, when they receive their invite letter from NHS, not only will this protect you, but also your family and friends and school staff <b>and will keep the school open</b></li> </ul>	<ul style="list-style-type: none"> <li><b>All staff need to socially distance with other adults as much as possible in any communal areas</b></li> </ul>	<ul style="list-style-type: none"> <li>The computer room will be used for any lunch time red behaviour/reflection time- please inform the member of SLT on duty that day if they are required</li> </ul>
	<ul style="list-style-type: none"> <li>All assemblies will be conducted via zoom with only one phase group in the hall this also includes KS2 singing assembly until at least February half term</li> </ul>	
	<ul style="list-style-type: none"> <li>All staff meetings will take place via zoom until the February half term- staff need to reduce contact with staff in other phases</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 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 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 current government guidance.</li> <li>Parents/carers of ill pupil to be contacted to collect</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>A member of SLT must be informed immediately to check and speak with the child</li> </ul>

child immediately		
<ul style="list-style-type: none"> <li>In EYFS and Year 1- If we have 1 or more positive cases then all staff and children in that phase will need to be PCR tested- this is because it is impossible to determine which children and adults the children have interacted with.</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li>Cleaning staff to be alerted to disinfect this area</li> </ul>
<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Support staff will need to keep a register, and to call families if a child does not attend a zoom lesson</li> </ul>	<ul style="list-style-type: none"> <li>SBM to ensure that cleaning team maintain high standards of cleaning including using disinfectant to wipe down tables and door handles and doors</li> </ul>
<ul style="list-style-type: none"> <li>If there is 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.</li> </ul>	<ul style="list-style-type: none"> <li>Support staff will be used to support the remote learning of individuals or small groups where necessary.</li> </ul>	
<ul style="list-style-type: none"> <li>Following government guidance the school will need to revert back to bubble group systems for the stated time of 10 days, if there is an outbreak of 5 or more positive cases in a year group. Parents/carers will be given information about any changes to drop off/pick up times and places.</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> </ul>	
<ul style="list-style-type: none"> <li>If there is 5 or more positive cases scattered across the school then the school will revert back to a bubble system for the stated amount of 10 days. Parents/carers will be given information about any changes to drop off/pick up times and places.</li> </ul>	<ul style="list-style-type: none"> <li>Teachers need to ensure that the seating plan is up to date to support with any potential outbreak information</li> </ul>	

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

Parents/Carers	Information for Staff	Building/Premises
<b>Action</b>	<b>Action</b>	<b>Action</b>
<ul style="list-style-type: none"> <li>If a member of staff displays COVID19 like symptoms, they will need to self-isolate and get PCR tested immediately.</li> <li>If the case is proved positive the member of staff will need to inform NHS Test &amp; Trace and self-isolate following current government guidelines</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>The staff member to inform immediately the Head Teacher or Deputy Head.</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>

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.