

RISK ASSESSMENT FOR EDLESTON PRIMARY SCHOOL. 2020/2021 Updated November 3rd 2020

All these actions are after assessing the risks at school. The control measures are put in place to minimize the risks to staff and pupils.

On Saturday 31 October, the Prime Minister announced [new national restrictions](#) that will come into force on Thursday 5 November for 4 weeks until Wednesday 2 December.

From Thursday 5 November and until 2 December, everyone must stay at home, and may leave only for a limited set of reasons. These include:

- For education;
- For work, if you cannot work from home;
- For exercise and recreation outdoors, with your household, support bubble or on your own with one person from another household;
- For all medical reasons, appointments and to escape injury or harm;
- To shop for food and essentials;
- And to provide care for vulnerable people, or as a volunteer.

Shielding as practised in the spring will not currently be reintroduced. The clinically vulnerable, or those over the age of 60, should be especially careful to follow the rules and minimise contacts with others. **Those who are clinically extremely vulnerable should not only minimise their contacts with others, but also not go to work if they are unable to work from home.** After 2 December, different regions will return to the tiers one to three, depending upon the rates of infection.

Protecting our pupils who are clinically extremely vulnerable from COVID -19

The government state that the wider guidance on reopening schools and the measures put in place will protect all pupils and staff including our vulnerable. These measures include minimising the contact between our class bubbles - through staggered start and end times, staggered break and lunch times, club members being from only one bubble, teaching staff working in only one bubble wherever possible - in addition to the frequent hand washing and hygiene routines.

If a case is suspected in the bubble of a child who is extremely vulnerable their parents will be informed so that early preventative action can be taken whilst waiting for the results from the test. If the case is confirmed then we will follow the wider opening advice.

Hazards-what could cause injury or illness at school	Risks-how likely is it that someone could be harmed and how seriously	Information	How are we controlling the risk
The virus is spread by use of toilets as different bubbles will use the toilet blocks	medium	<p>Reception to use the right hand side toilets Y1 and Y2 to use one toilet for one bubble, using girls and boys. Y5 and Y6 to use boys and girls Y3 and Y4 to use boys and girls The guidance says different groups don't need to be allocated their own toilet blocks.</p> <p>Staff toilets</p>	<p>Toilets to be cleaned after play by a staff bubble member, then after lunch by Helen P and by the cleaners at the end of the day. Children do not need to be taken to the toilet but make sure they use the hand gel when they return to class, just in case they haven't washed their hands properly.</p> <p>Not to be used by parents. Cleaned at the end of the day. Wipes are available if a member of staff wishes to wipe down before and after use. ABC staff and visitors to use the toilet for disabled people ,</p>
The virus could be spread around the school if the correct cleaning procedure is not in place.	High	tables	<p>Tables to be cleaned before and after lunch and before and after snack. These are done while the children are on the carpet or for the older children after they have finished eating while they are at their own tables. Classroom areas to be cleaned by the cleaners at the end of the day</p>
		Play equipment	To be cleaned at the end of the day by bubble staff.
		Frequently touched surfaces	<p>Tables cleaned in the middle and end of the day, all other surfaces to be cleaned at the end of the day by the cleaning staff. Computers in the IT suite to be wiped down before and after each bubble has used them. School has purchased an air cleaner so that Andy can spray all areas in the school [including lockers] at least twice a week, aiming for three times.</p>
		Outdoor play equipment	To stay in the bubbles so only used by that bubble. Children to wash hands before and after using.
		drawers	Children to have own drawer under their table with stationery and books in. Teachers and children not to share items.
		Books and games can be shared within the bubble	Need to be cleaned at the end of the day by a member of the bubble staff.
		Other resources	Other resources NOT to be shared with other bubbles.

			Children can bring coats, hats, lunch boxes and bags into school to be stored in their lockers.
			Children can take books home but these need to be left for 48 hours before touched by anyone else. Each class has its own procedure for when books are sent out and collected. This has been communicated to parents via dojo.
We can limit the spread of the virus with regular hand washing	low	Hand washing	Coronavirus is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitizer. Children must clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Skin friendly skin cleaning wipes can be used as an alternative. Children with complex needs and younger children should continue to be helped to clean their hands properly. Encourage the catch it, bin it, kill it approach.
We can limit the spread of the virus by reducing what teachers take home	low	marking	Staff in the bubble to use the last half an hour of the day to mark books so they are not taking books home. Y2-Y6 can use this time as dedicated reading time in the class. For FS and Y1 one of the bubble to read a story while another member of staff marks. On Ruth's PPA Diane to mark and Amy to read a story. On Linda's PPA Julie to mark and Kelsie to read a story or VV which ever you prefer. Staff to use their own stamper to mark [either objective not yet achieved, objective achieved or challenge if they have exceeded the learning objective] and also to use H, M, I to indicate level of support.
If children are changing this may increase the risk of the spread of the virus.	Low because they do not change in school	Classrooms / uniforms	All windows will be kept open for ventilation. We have shut the doors to the outside playground. staff can close some windows as long as all other preventative measures are in place, such as handwashing, internal doors open. Windows and doors will be open frequently for short bursts so that there is movement of air, keeping the balance between keeping the temperature right for children and staff and keeping good ventilation. On PE day children to come in their PE kit, which needs to be the school PE T shirt, a pair of joggers, trainers and a warm top. Rest of the time children are to come in correct uniform.
If someone has symptoms then the virus could spread	Medium All staff to read how to use PPE	Illness	Ensure that pupils, staff and other adults do not come into school if they have coronavirus symptoms, or who have tested positive in the last 10 days and ensure that anyone developing the symptoms during the school day is sent home.

<p>quickly through the school.</p>	<p>Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) Updated June 2020. Updates are sent by Rachael via email on a regular basis [as and when received by the LA or Gov.uk]</p>		<p>If anyone in school becomes unwell with a new, continuous cough or a high temperature, or who has a loss of, or change in, their normal sense of taste or smell are sent home and self isolate for 10 days and have a test. Other members of the household [including siblings] should self isolate for 14 days from when the symptomatic person first had symptoms. If a child is awaiting collection they should be moved, if possible, to a room where they can be isolated behind a closed door, with ventilation. We will use the staffroom. If a member of staff is in there for PPA then they will need to move out before the child is taken in. AFTER CHILD HAS LEFT, STAFFROOM DOOR HANDLES AND SEATING/TABLES USED BY CHILD WILL BE DEEP CLEANED If the child has been sick etc [ie not COVID symptoms they do not need to go into the staffroom and normal school policy applies. If the child needs the bathroom they will need to use the toilet for the disabled and this must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE must be worn by staff while they are caring for the child while they await collection <u>if a distance of 2M cannot be obtained.</u> Any member of staff who has helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self isolate unless they develop symptoms themselves [in which case they should arrange a test] or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS test and trace.</p> <p>PPE is only needed in a very small number of cases:</p> <p>where an individual child, young person or other learner becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained</p>
------------------------------------	--	--	--

where a child, young person or learner already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used

Amanda S to check PPE supplies each Thursday and inform Janet if more is needed. All staff to inform Janet if they need more supplies of tissues, hand gel, wipes etc. To do this with in plenty of time for delivery times.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use a hand sanitizer after any contact with someone who is unwell. The area around that person with COVID symptoms must be cleaned with normal disinfectant.

If a member of staff displays symptoms they must book a test. Staff and pupils must not come into school if they have any symptoms and must be sent home to self isolate if they develop them in school. They must provide details of anyone they have been in close contact with if they test positive or if asked by NHS test and trace.

Tests can be booked online through the NHS testing and tracing for coronavirus website <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/> or ordered by telephone via NHS 119 for those without access to the internet. Essential workers have priority access to testing.

If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. Other members of their household can stop self-isolating.

If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough

or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

If someone has a positive test I will contact the LA COVID helpline on 01270 371323 [available from Monday-Friday 8am until 8pm] or email Covid19@cheshireeast.gov.uk where this email address will be monitored at weekends.. Then I will inform the DfE helpline on 08000468687

Open Monday – Friday 8.00-6.00 and from 10-4 at the weekends]
The health team will contact us if they are aware of someone testing positive. They will then carry out a rapid RA and guide us through the actions we have to take. Anyone in close contact will be sent home and self isolate for 14 days since they were last in contact with the person who is infected.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'. They should get a test, and:

if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.

if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following '[stay at](#)

			<p>home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</p> <p>We will request evidence of any test results carried out for COVID 19.</p> <p>As from 5/10/2020 parents have been asked to wear face masks when dropping off and collecting their children. Any member of staff who is near the gate is expected to do the same, or when they are having close contact with a parent.</p> <p>All staff have been asked to wear face coverings in communal areas.</p> <p>All visitors are expected to wear a mask and to use track and trace.</p>
<p>The risks are reduced if staff keep 2 metres apart wherever possible</p> <p>Need to ensure that parents read all the communication regarding school times, uniform, PE kits, keeping their distance when lining up and what to do if their child has symptoms. Where possible get</p>	<p>Low</p> <p>Medium. This is medium because of the high % of EAL parents and the fact that it is difficult to get hold of some parents as they have no credit for their</p>	<p>Minimising contact</p>	<p>Staff will stay in their own bubble and will only be asked to cross over 2 bubbles at the most. All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.</p> <p>We recognize that younger children will not be able to maintain social distancing and it is acceptable for them not to distance within their group.</p> <p>In class seat pupils side by side and facing forwards and moving unnecessary furniture out of classrooms.</p> <p>Where possible staff will keep 2m distance from other staff and pupils where circumstances allow.</p> <p>There will be no whole school assemblies. Staff to use online resources for an assembly in class once a week related to British values. Rachael to do a celebration assembly online once each week.</p> <p>School will have a staggered start and a staggered finish and parents will be expected to adhere to this. Parents with siblings in other classes will be expected to wait outside the school gates until the correct time. We have staggered break times and lunch times. PPA will be covered by the TA in the bubble, and two TA's will be covering over 2 bubbles.</p> <p>Peripatetic teachers and/ or temporary staff can move between schools. They should minimize contact and maintain as much distance as possible from other staff. Specialists, therapists etc should provide interventions for SEN pupils as usual. Any</p>

communication translated.	phones, or they are turned off.		contractors will be asked to visit the school before 8.20 or after 3.30. There will be no visitors entering the whole school during the day, only in the reception area and then masks will be expected to be worn and a 2M distance will be observed. We must keep a record of any visitors for track and trace. Vicky G will do this when anyone enters the building, asking for full name, time of arrival and time they leave and a contact number. This will run alongside a RA for visitors signing in and out. We have the track and trace app. Volunteers may be used, but volunteers will be asked to stay in one bubble. Volunteers and students are not to attend during lockdown.
The risks are low if children stay in their own bubbles.	low	clubs	Will continue with 2 after school clubs. These will be in class bubbles. There will be no other clubs before or after school. There will be no contact sport. Due to lockdown there will be no after school clubs Amanda S is carrying out booster groups in Y5 for the 2 nd half of the autumn term and Karen is carrying out catch up boosters in reception and Y1 class for the second half of the autumn term.
A large % of pupils did not access home learning during lockdown so they will have significant gaps in their learning.	No health risk.	teaching	Substantial modification to the curriculum will be needed at the start of the year, so teaching time will be prioritised to address significant gaps in pupils' knowledge with the aim of returning to the school's normal curriculum content by no later than summer term 2021. Curriculum planning will be informed by an assessment of pupils' starting points and addressing the gaps in their knowledge and skills, in particular making effective use of regular formative assessment (for example, quizzes, observing pupils in class, talking to pupils to assess understanding, scrutiny of pupils' work). We will not be carrying out formal assessments until the end of the Autumn term. For pupils in Reception, teachers will also assess and address gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary. For pupils in key stages 1 and 2, we will prioritise identifying gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read

			<p>widely, and developing their knowledge and vocabulary. The curriculum will remain broad, so that the majority of pupils are taught a full range of subjects over the year, including sciences, humanities, the arts, physical education/sport, religious education and relationships and health education. However due to the fact that a high % of our pupils have not accessed home learning, the focus will be on the core subjects.</p> <p>All training will be on line. Teachers will meet every Thursday before school, keeping 2 metres apart. Rachael will email the diary out every Friday.</p> <p>For self isolating pupils remote education plans will be in place which will be provided by the teacher. These are also in place if there is a lockdown or a bubble is sent home. Please see remote learning policy.</p>
<p>The risks are reduced if bubbles eat in their own classrooms where possible and tables are wiped before and after eating.</p>	<p>low</p>	<p>lunchtimes</p>	<p>Children to eat in classrooms, except for reception and Y1. There are staggered lunch times so there is no overlap of bubbles.</p>