

***Ropsley C.E. Primary School  
Risk Assessment Form***



***Returning to School 3rd September 2020***

***Learning for Life***

***Trust Hope Thankfulness Friendship Love Respect***

COVID-19 Risk area (identified in LCC guidance)	School action	Notes	Rating
<p style="text-align: center;"><b>COVID-19 Risk area (identified in LCC guidance)</b></p> <p style="text-align: center;">Please note DfE guidance changes daily and as such so will our actions.</p> <p style="text-align: center;">Informed by:</p> <p style="text-align: center;">DfE updates LCC guidance (Martin Smith) Chair of Governors (Mr Fred Mann) Head Teacher (Mrs. Cook)</p> <p style="text-align: center;">This RA will be communicated to Governors, Staff and Parents.</p>			<b>Rating (5 high-0 no risk)</b>  0 white <b>1 grey</b> <b>2 green</b> <b>3 yellow</b> <b>4 amber</b> <b>5 red</b>
<p><b>Staffing</b></p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-2-school-operations">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-2-school-operations</a></p>	<p>Each individual member of staff and their individual circumstances will be considered and the school will listen and make changes to support staff who have concerns.</p> <p>Advice from the DfE suggests that staff are able to return to work in September even if they have previously been in the 'Vulnerable' or 'Extremely Vulnerable' groups and have been shielding. Special advice for members of staff who may be pregnant has been made available.</p> <p><b>Members of staff are asked to discuss any concerns they may have with the Headteacher as soon as possible,</b></p> <p><b>Staff who work across Bubbles or Schools.</b></p> <p><b>Ropsley has chosen to temporarily assign their intervention teachers to particular bubbles in order to minimise risk. However:</b></p> <p><i>"Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. " DfE 2020</i></p> <p>Staff who work in this way are asked to take particular care. They should ensure they wash their hands between groups and wipe down the area in which they have been working. They should maintain their distance from pupils and other staff members as carefully as possible. If staff are intending to work with older pupils consideration could be given to the possibility of remote working.</p> <p><b>It is vitally important that you inform the HT of any cases in other schools where you have recently been present.</b></p>	<p>It may be useful to agree which areas of the school can be used for intervention by which teachers as this will reduce the amount of cleaning required and again minimise risk.</p> <p>This includes Intervention Support, Pastoral Support (Miss North) External Counselling –Mrs Ellis PPA Cover in Reception.</p>	<b>4</b>

<p><b>Attendance</b></p>	<p>Parents are expected to send their children back in September. Normal attendance procedures will apply. School will ring to check for absences that haven't been rung in.</p> <p>Miss North to contact those children who we know are anxious about school return:</p> <p>Gradual Start available for those pupils who need it.</p> <p>Pastoral support</p> <p>Counselling support</p> <p>Send Co Support</p>	<p>Registers can be collected and taken as usual when we return to school.</p>	<p>2</p>
<p><b>Drop off-time</b></p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</a></p>	<p>Staggered Start to the day .</p> <p>Children are asked to arrive at school between <b>8:40 and 9am</b>. Again, we ask parents not to linger and not to enter the school building.</p> <p><b>Reception, Year 2 and 3/4 will enter school through the main gates.</b></p> <p><b>Years 1, 5 and 6 are asked to use the top gate.</b></p>	<p>Staff at entrance gates at front and rear of the school</p> <p>Entrance arrangements to be sent home before break up for summer holidays by Parentmail and again before we return to school (HT responsible)</p> <p>Car park closed at 8.30.</p> <p>Breakfast Club Pupils enter through main gate and are dismissed at <b>8:40</b> to classrooms.</p>	<p>4</p>
<p><b>Pick up</b></p>	<p><b>Children in Reception</b> will enter/leave school through the main doors. Their pick-up time is 2:50pm.</p> <p><b>Children in Year 1</b> will enter/leave school through their outside door, which is at the back of the building. Their pick-up time is <b>3pm</b>.</p> <p><b>Children in Year 2</b> will use the small black door off the playground. Their pick-up time is <b>3:10pm</b>.</p> <p><b>Children in 3/4</b> will enter through the door at the rear of their classroom. It can be accessed from the left-hand side of the school. Their pick-up time is <b>3:20pm</b>.</p> <p><b>Children in 5/6</b> will use the main mobile classroom door. Their pick-up time is <b>3:30pm</b>.</p> <p><b>Greatwood Farm</b> children will be asked to wait in ICT suite (arrangements for a new collection time will be discussed with GTF as soon as we assess a 'usual' group of children.</p> <p><b>Rascals children</b> can go straight to the school hall.</p>		<p>4</p>

<p><b>Risk of contracting the disease from an infected child or member of staff.</b></p>	<p><b>Staff and Children are asked NOT to attend school if they have any of the symptoms of COVID-19.</b></p> <p><b>Staff and parents are asked to report absence in the usual manner but please explain that COVID 19 is suspected. Staff and families expecting their child to attend Ropsley are expected to comply with the Governments Track and Trace program.</b></p> <p><b>If a child complains of feeling ill or you observe any of the following symptoms.</b></p> <ul style="list-style-type: none"> <li>• high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>• new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li> <li>• loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</li> </ul> <p><b>Follow the guidance below step by step</b></p> <ol style="list-style-type: none"> <li>1. Immediately put on Personal Protective Equipment this includes gloves, face mask and apron. These will be readily available in your classroom. If a child vomits and you are at risk of splashing eye protection should be worn.</li> <li>2. Escort the child to the area outside the main entrance door.</li> <li>3. On the way past the school office ask the admin team to telephone the child's parents.</li> <li>4. Remain with the child until they have been collected.</li> <li>5. Sit 2m away from the child whilst reassuring them.</li> <li>6. Provide parents with a home testing kit.</li> <li>7. Once the child has left, using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the spray bottle of disinfectant provided. Pay particular attention to those surfaces you know the child has touched.</li> <li>8. If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron. (Ann will do this if you're worried)</li> <li>9. Remove PPE and place it in the lidded bin.</li> <li>10. Wash hands regularly with soap and water for 20 seconds</li> <li>11. Alert the Headteacher/SLT in case further guidance is needed.</li> </ol> <p>If a member of staff has helped someone with symptoms, they do not need to go home</p>	<p>Testing kits are due to be supplied to schools in the early Autumn.</p>	<p>4</p>
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<p><b>Personal hygiene:</b> <b>Hand washing</b></p> <p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public">https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public</a> <a href="#">information for the public</a></p>	<p>Same as summer hand washing regime. In summary:</p> <ul style="list-style-type: none"> <li>• Before entering and leaving class</li> <li>• Before and after lunch</li> <li>• Queueing at sink (spaced)</li> <li>• Hand sanitiser available in class (coughs and sneezes)</li> <li>• Cleaning cloth and disinfectant spray available in class</li> </ul> <p>Daily bin bag change</p> <p>Staff to supervise toilets around breaktimes-wash hands after using the toilets.</p> <p>Daily reminders of catch it-bin it-kill it. Children to be encouraged to sneeze into the crook of their arm.</p>	<p>All classrooms have a sink. Handwashing is preferable to the use of hand sanitiser which should only be used if handwashing facilities are not available.</p>	<p>2</p>
<p><b>Classroom Organisation</b></p> <p><b>Both the approaches of separating groups and maintaining distance are not ‘all-or-nothing’ options, and will still bring benefits even if implemented partially.</b></p> <p><b>July 2020</b></p>	<p>Ropsley School will have two “bubbles” Reception and KS1 will be one bubble whilst KS2 will form another.</p> <p>Children will enter/leave classrooms using external doors and limit the use of corridors.</p> <p>Doors and windows will be fully open to aid ventilation and reduce contact with door handles etc. In inclement weather staff may close external doors and windows if necessary for the comfort of pupils (i.e. they would otherwise need to wear their coat)</p> <p>Water bottles are to be kept on the child’s table and not stored in a central place.</p> <p>Children will sit at tables in rows facing forward and they will remain at that table. This will be strictly followed in Y3 to Y6, and in Y1/2 where able to. It is NOT possible in Reception.</p> <p>Classes of 32. Two per desk. Facing forward. Own equipment on desk. Coat on back of chair. Lunchbox under table.</p> <p>Teaching will be done from the front in chalk and talk fashion with children staying in seats and staff circulating when needed, but only staying with a child briefly. Where possible staff should speak to children from behind them and stay no longer than 2 or 3 minutes.</p>	<p>This will allow for bubbles to remain consistent in Breakfast Club and Afterschool Club.</p> <p>This is the same as the summer term.</p> <p>Cleaned with Milton Sterilising Tablets</p>	<p>4</p>
<p><b>PPE</b></p>	<p>PPE available to all staff on request and statutory for any</p> <ul style="list-style-type: none"> <li>• Gloves (All-guard disposable)</li> <li>• Mask (Three layer-disposable)</li> <li>• Visor (Pal-daily for use if a child vomits)</li> <li>• Apron (Pal-polythene disposable)</li> </ul> <p>Plastic Ziploc wallets are available for hygienic storage purposes if a child or member of staff arrives at school in a mask.</p>	<p>Mrs Gardner has the wallets—please ask. Wallets must be labelled and are to be used by that individual only. Children should be encouraged to manage that process independently.</p>	<p>2</p>

<p><b>Breaktime</b></p>	<p>Staggered break times. Limited equipment cleaned daily in Milton.</p> <ul style="list-style-type: none"> <li>• Playtimes modelled on summer term ‘Bubble’ practice:</li> <li>• Hand washing before and after play</li> <li>• The children will be outside (No inside breaks)</li> <li>• Children to be encouraged to think about what they are doing (try not to hug/hold hands/sit next to each other) but they will be allowed to play together in their bubble</li> </ul>		2
<p><b>Lunchtime</b></p>	<p>Both bubbles will eat at 12 O’clock lunch will end at 1pm for ALL children. No hot school meals to be served this term (Reviewed January 2021)</p> <p>Bubbles take it in turns to use the field or the playground Children to eat either inside with their MSA or have a picnic if the weather allows. Then play in designated area with MSA.</p> <p>Reception/KS1 Bubble Three MSA’s, KS2 Bubble 2 MSA’s</p> <p>Staff to eat outside or socially spaced in ICT suite. Two members of staff in the staffroom at a time.</p>		2
<p><b>Cleaning regime</b></p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p>	<p>Full-school cleaning regime using approved cleaning products.</p> <p>Teaching staff to wipe down in-line with cleaning checklist .Approved cleaning equipment kept in all classes.</p> <ul style="list-style-type: none"> <li>• Doors handles</li> <li>• Sink taps</li> <li>• Tables</li> <li>• Light switches</li> </ul> <p>Toilets to be kept separate for each class in order to minimise cleaning and reduce risk. (Reviewed January 2021) Doors propped open to support supervision of handwashing/</p> <ul style="list-style-type: none"> <li>• Reception/Year 1 Reception Toilets—one each.</li> <li>• Year 2 Girls bathrooms—door left propped open to support supervision of hand washing.</li> <li>• Year 3/4 Boys toilets. door left propped open to support supervision of hand washing.</li> <li>• Year 5/6 Staff/Disabled toilet and a portaloos outside the mobile.</li> </ul> <p>Waste no longer needs to be segregated unless an individual in the setting shows symptoms of or tests positive for COVID-19.</p> <p>Dispose of routine waste as normal, placing any used cloths or wipes in ‘black bag’ waste bins. You do not need to put them in an extra bag or store them for a time before throwing them away.</p> <p>We will continue to use lidded bins for tissues and good respiratory hygiene but these will be emptied at the end of the day alongside our usual cleaning routine.</p>	<p>A new Cleaner/ Caretaker to be appointed ASAP</p>	2

<p><b>Behaviour, safeguarding and vulnerable children</b> <a href="#">Policy Documents</a></p>	<p><b>See Behaviour policy (and Covid 19 appendix).</b> It is important to not that the rewards and sanction of the school have been broadened in order to keep pupils safe. This is extended to cover of wrap around care processes too.</p> <ul style="list-style-type: none"> <li>• See Safeguarding policy (in conjunction with RA).</li> <li>• See H&amp;S policy (in conjunction with RA).</li> <li>• See Fire evacuation procedure (in conjunction with RA).</li> </ul> <p>Arguably our role with providing consistent behaviour management has never been more important. This should however be done kindly. Safeguarding and support for vulnerable families will continue as usual—updates weekly at staff meeting and reporting to be completed via My Concern.</p>	<p>Magnetic Tape for our Positive Behaviour Boards is ready for you in the staffroom.</p>	<p>2</p>
<p><b>Outdoor Learning and PE</b></p>	<p>Use of the outdoors is encouraged but this should only be done in a planned way and must allow learning to continue. A PE session and use of the Environmental Area is timetabled.</p> <p>Children will wear PE kit all day on designated PE days (Staff too) this removes the need for changing. Getset4PE will follow AfPE advice and provide support for teachers around what is appropriate to include in a PE lesson. NO CONTACT SPORT.</p>		<p>2</p>
<p><b>Visits</b></p>	<p>The DFE have allowed schools to now resume day visits but residential or overnight trips are still banned. However, Ropsley School will NOT be conducting trips during the Autumn Term 2020 at all. This is because several regions around Lincolnshire have been placed in Local Lockdowns and controlling an environment external to the school is currently seen as too problematic.</p>		<p>2</p>
<p><b>Assemblies</b></p>	<p>Whole School Assemblies will not take place during the Autumn Term. However, Class assemblies will—it is a legal duty of the school to provide a daily act of worship.</p> <p>Celebration Assemblies will take place on Friday when there is sufficient hall space to allow it.—one Bubble at a time.</p>		<p>2</p>

<p><b>Out of school provision and clubs</b></p>	<p>Extra Curricula after school clubs such as Art or Football will not take place during the Autumn Term.</p> <p>Staff will use this directed time to invite pupils to ‘catch up sessions’ to support children with any identified gaps in their learning as a result of lockdown. This will be by invitation only and parents must be in agreement.</p> <p>Breakfast Club</p> <p>Breakfast Club will re-open on Monday September 7th. All children will be asked to wash their hands as they enter.</p> <p>Children will then be asked to remain on either side of the school hall dependent on their Bubble. Reception and KS1 pupils will be provided with toys to play with and Breakfast will be served to them. Children will be asked to maintain the behaviours expected in classrooms.</p> <p>KS2 pupils will be asked serve their own breakfast from a trolley which has been set out for them.</p> <p>Equipment will be cleaned or isolated and the area wiped down after every session.</p> <p>Ropsley Rascals</p> <p>Will also open on Monday 7th September. It will follow similar guidelines to those above.</p> <p>KS2 pupils will be encouraged to complete their homework whilst at the club (laptops to be wiped after every use)</p>	<p>New Booking System in Place</p> <p>Parents must not enter the building</p> <p>Tape will be carefully applied to the hall floor to show sections.</p>	<p>3</p>
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