



Covid -19 Risk Assessment Form - plan for reopening

Dulwich Wood Primary/Nursery School

Updated November 2020

This Risk Assessment follows DFE guidance and expectations

September 2020 School Opening

Date of assessment	05.11.20		
Who is at risk	Staff, pupils, contractors, visitors (Contractors and visitors on site to be kept to a minimum)		
This risk assessment needs to be completed by the Headteacher, with input from staff members as needed.			
Risk Expectation	Plan for mitigation/way to meet expectation	Risk Before mitigation L, M, H	Risk After mitigation L, M, H
Prevention:			
Strict adherence to Government quarantine restrictions	Where anyone in the school community returns from countries that require a period of quarantine that they must not be in school. This will be communicated in all Parent/Staff information/guidance.	H	L
Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school	Ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms , or have tested positive in the last 7 days.	H	L
	If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow ' stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection '. Inform parents to call 111 or contact their GP for advice. Always follow the most up to date PHE advice - Education and childcare settings: New National Restrictions from 5 November 2020		
Clean hands thoroughly more often than usual	Pupils clean their hands regularly, when they arrive at school, when they return from breaks, when they change rooms, move from inside to outside (EY) and before and after eating. Soap and running water, hand sanitiser and skin friendly skin cleaning wipes can be used. Posters on the importance of hygiene will be on display around the school.	H	L

	<p>Pupils will be taught about the importance of thorough hand washing and how this should be done.</p> <p>More handwashing stations/dispensers installed (Kiddiwash stations – Y1/ Reception)</p>		
Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	<p>Ensure that there have enough tissues and bins available in the school to support pupils and staff to follow this routine. For pupils who find it hard to manage good respiratory hygiene an individual risk assessment should be put in place.</p> <p>Posters on good respiratory signage will be clearly displayed around the school.</p> <p>Children will be taught good respiratory hygiene and reminded about this as needed.</p>	H	L
<p>Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> <p>COVID-19: cleaning of non-healthcare settings guidance.</p>	The cleaning schedule ensures cleaning is generally enhanced - with rotas to ensure expectations are met.	H	L
	More frequent cleaning of rooms and shared areas that are used by different groups		
	Frequently touched surfaces being cleaned more often than normal.		
	Toilets will need to be cleaned regularly and pupils will be encouraged to clean their hands thoroughly after using the toilet.		
<p>Minimise contact between individuals and maintain social distancing wherever possible</p> <p>Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</p>	<p>Keep groups separate (in 'bubbles') and maintaining distance between individuals. It is acceptable for younger children (Nursery, EYFS and Y1) not to distance within their group.</p> <p>Signage around the school will promote social distancing.</p>	M	L
	Use of consistent groups to reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group.		
	Keep children in their class groups for classroom time, allowing mixing into wider groups for wraparound care only.		
	The outside area is zoned to minimise contact between year groups/ classes (Nursery).		
	<p>For intervention, small group focus teaching the following will be followed:</p> <ul style="list-style-type: none"> • Staff wash hands before and after working with pupils • Staff will work only with children in the same bubble • A space is identified for the intervention to take place and set up with separate desks placed a suitable distance apart • All equipment needed for the child is set up in the space before the start of the session • The intervention is provided at a distance and the adult may wear a mask or visor • After the child has returned to class, the member of staff cleans the desk area and washes any equipment that needs to be used by another pupil. 		

	Teachers and other staff who need to operate across different classes and year groups should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults, or where this is not possible wear a mask.		
	Teachers to give mostly verbal feedback where possible, maintain social distance when given written feedback and next steps.		
Limiting items brought in from home/taken home from school	Children to hang up all outdoor clothing on pegs outside the classroom. Children can bring in a water bottle which either stays at school, or are taken home daily. Reading books/records once returned remain untouched for 72 hours (chn can bring in a book bag). Chn can bring a healthy packed lunch, where possible in a disposal bag.		
Working within a bubble.	Reduce the amount of time there is face to face to contact to lower the risk of transmission, however if the curriculum demands the needs for collaborative work and the room is well ventilated this is possible.	M	L
	Adults working within the class to remain 1.5m apart as far as is possible	M	L
	Minimise time spent within 1 metre of anyone within the class		
	For pupils who have complex needs or who need close contact care and individual risk assessment will be completed.		
	Pupils to be taught, as far as is possible, to maintain distance and not touch peers or staff.		
	Remove all unnecessary furniture to create as much space as possible		
	For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared. Each pupil (Y2-6) will have their own pencil case.		
	Classroom based resources, such as books and games, used and shared within the bubble will be cleaned regularly.		
Measures across the school	No assemblies or collective worship with more than one group, unless outside.	H	L
	Where possible meetings will be conducted via video conferencing. Where this is not possible meetings will be conducted outside, or in a large room large enough to maintain social distance.		
	Movement around the school site kept to a minimum, staff are asked to remain in their bubble where possible and to wear a mask in communal spaces		

	Use of the toilets to be actively managed to prevent overcrowding (each year group using their allocated toilets, including at lunchtime).		
	Staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups)		
	Use of outside areas to be timetabled and zoned.		
	Staggering the start and end of the day.		
	The Behaviour Policy and the Home/School Covid Agreement will support behaviour expectations in school.		
	Children will be encouraged to learn and practise good hygiene practises in lessons.		
	Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.		
	Resources that are shared between classes or bubbles, such as sports and science equipment will be cleaned frequently and children will be asked to wash their hands before and after using the equipment.		
	Ventilation in school to be a priority – windows and doors to be open when possible and safe to do so.	M	L
	Classroom doors internally to remain open to avoid frequent touching of surface.		
	Use of planned routes and movement times limits contact between groups in school.	H	L
	During PE lessons sports equipment will be thoroughly cleaned between each use by different groups, and contact sports avoided.	M	L
	Outdoor sports will be prioritised. If PE is completed indoor maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene will be a priority.		
	Sports coach will operate within their wider protective measures set out in this Risk Assessment.	M	L
	If pupils are playing instruments or singing, they should: <ul style="list-style-type: none"> • Be physically distanced • Play outside wherever possible • Be positioned back-to-back or side-to-side • Avoiding sharing of instruments • Have good ventilation. 	H	M
	All water fountains will remain turned off.	H	L

	Staff will wash their hands and surfaces before and after handling pupils' books	M	L
Measures for arriving at and leaving school	Staggered starts and finish times to keep groups apart as they arrive and leave school. This will not reduce the amount of overall teaching time.	H	L
	Parents/carers informed that they are not allowed on site without pre-arranged permission.		
	Remind parents and carers that gathering at the school gates is not advisable..		
	There is a process for removing face coverings when pupils and staff use them when arriving at school and this is clearly communicated. <ul style="list-style-type: none">- All must be reminded not to touch the front of their face covering during use or when removing them.- They must wash their hands immediately on arrival after removing the mask.- Temporary face coverings must be disposed of in a covered bin.- Reusable face coverings must be placed in a plastic bag which can be taken home.- Guidance on safe working in education, childcare and children's social care provides more advice.		
	Books taken to and from school should be kept with the pupil or when exchanged wiped over or left for 48 hours.	M	L
Use of public transport	Knowledge of staff and pupils who use public transport will allow consideration of the feasibility of a staggered start and finish time to reduce travel at peak times.	H	L
	Encourage walking and or cycling to school to avoid use of public transport.	M	L
	Staff and families using public transport will be referred to the safer travel guidance for passengers .	M	L
	Pupils wearing face coverings/ mask when arriving to school will wash hands and will dispose of or stored in plastic bag if not a disposable mask.		
Visitors to the school site	Supply teachers, peripatetic teachers and/or volunteers will ensure they minimise contact and maintain as much distance as possible from other staff. They will be asked to wear a mask in communal spaces. These expectations will be communicated upon arrival at school. Protective screens in the office, one parent at a time can enter the office area if there is no alternative. Office staff to speak to Parents, contractors, parents at the school gate whenever possible.	H	L
	Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual but will minimise contact and maintain as much distance as is possible. These expectations will be communicated upon arrival at school.		

	Where visits, from contractors, can happen outside of school hours, they should.		
	Site guidance on physical distancing and hygiene is explained to visitors on or before arrival. They will be reminded to sanitise their hands and where possible wear a mask.		
	A record will be kept of all visitors. Volunteers can visit if they are not going into other schools, are known to us and follow all our guidelines.		
Staff, parents and carers who are anxious about returning	<p>Those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus, including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes should discuss their concerns with the school and if necessary, an individual risk assessment should be considered.</p> <p>Staff who are clinically extremely vulnerable will have been identified via letter either from their GP or NHS. Staff in this category (CEV) should talk to the Head Teacher about how they will be supported, including to work from home where possible.</p> <p>All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.</p>	H	L
Pupils with complex health needs	<p>Children originally identified as clinically extremely vulnerable may no longer need to follow shielding advice. Parents will be advised to speak to their child's GP or specialist clinician. If doctors confirm they are still clinically extremely vulnerable and are advised not to attend school care this will be recorded as authorised absence.</p> <p>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school. When this is not happening school will contact the Southwark back to school team for advice.</p>	H	L
Training for staff and communication to families	Training on Health and Safety and this Risk Assessment to be completed for all staff prior to opening in November. The emphasis being on staff and student mental health and well being. This Risk Assessment and pertinent information to be shared with families.	M	L
Mental health and wellbeing affected through isolation or anxiety about coronavirus	<p>Have regular keeping in touch meetings and discussions with staff and pupils. Communicate to staff and pupils about how to raise concerns or who to go to so they can talk things through.</p> <p>Involve staff in completing risk assessments so they can help identify potential problems and identify solutions.</p> <p>Keep staff, families and children updated on what is happening so they feel involved and reassured.</p>	M	L
Educational visits	During the Autumn Term there will be no educational visits completed.	H	L

Wrap around care and before and after school clubs	<p>After School Club organised in extended bubbles – Nursery & Reception, Y1 & Y2, Y3, Y4, Y5 & Y6.</p> <p>Provision mostly outside weather permitting.</p> <p>Parents and carers will be advised to consider minimising the number of out of school clubs their child attends.</p>	M	L
Use of PPE			
PPE to be used if child becomes unwell with Covid-19 type symptoms or is vomiting or has diarrhoea	More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.	M	L
Personal or intimate care for children. (EY/SEN)	Where a child already has routine intimate care needs PPE should continue to be used. safe working in education, childcare and children's social care	M	L
Disposable PPE to be used only once and securely disposed of following use in a plastic bin bag	Each year group will have a box with plastic gloves, masks, visor, hand sanitiser, wipes, antibacterial spray and green first aid pouch to use as necessary.	M	L
Staff delivering first aid to be aware of safe use of and disposal of PPE		M	L
First Aid/ill child			
Only qualified first aiders to deliver first aid	<p>Wear gloves, an apron and mask</p> <p>Supervising staff will wash hands thoroughly for 20 seconds after the child has been picked up.</p>	M	L
All first aid to be administered with gloves	Gloves are disposed of after use.	H	L
Staff need to wash their hands thoroughly for 20 seconds with soap and running or use hand sanitiser after contact with an ill child		H	L
A face shield should be used if there is any risk of a splash to the face from coughing spitting or vomiting		H	L
Members of staff who have 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.	If the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace, the staff member will need to self-isolate	H	M

The area around the person with symptoms must be cleaned after they have left to reduce the risk of passing the infection on to other people.	See the COVID-19: cleaning of non-healthcare settings guidance	M	L
Response to any infection			
Engage with the NHS Test and Trace process	<p>Staff understand the NHS Test and Trace process and how to contact their local Public Health England health protection team.</p> <p>Staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they are displaying symptoms. • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) <p>All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</p>	H	L
	Tests can be booked online through the NHS testing and tracing for coronavirus website , or ordered by telephone via NHS 119.		
	Essential workers, which includes anyone involved in education or childcare, have priority access to testing.		
	Schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested.	H	L
	Parents, carers and staff will be asked to inform the school immediately of the results of a test.	H	L
	If someone tests positive, they should follow the ' stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection '	H	L
Manage confirmed cases of coronavirus (COVID-19) amongst the school community	When the school becomes aware that someone who has attended has tested positive for coronavirus (COVID-19) they will contact the local health protection team.	M	L

	The local health protection team will contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace		
	The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. (Only people in direct contact with a positive case will be asked to self-isolate, this does not include siblings in any other year group, or family members).		
	Based on the advice from the health protection team, the school will send home those who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means: <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person 		
	The school will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups.		
Contain any outbreak by following local health protection team advice	If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, there may be an outbreak, and will work with their local health protection team on additional action.	H	M
<p>Further guidance is available on testing and tracing for coronavirus (COVID-19).</p> <p>Staff are expected to talk to the Head Teacher about any changes in their circumstances or any individual worries they may have.</p> <p>Head Teacher will continue to lead on supporting Teachers to manage their work/life balance. The mental health First Aiders will always be available to meet with colleagues who request it.</p> <p>Staff are encouraged to flag up any concerns with the risk assessment or to suggest any changes to improve the document.</p> <p>We will inform staff and parents if a confirmed case of Coronavirus is found.</p> <p>Changes will be made taking into account of health protection guidance</p>			

<p>NAME OF THE ASSESSOR Please Print: Helen Rowe</p> <p>SIGNATURE OF THE ASSESSOR: -</p> <p>POSITION OF RESPONSIBLE PERSON: -Headteacher</p>		
<p>Date of planned review: This plan should be reviewed weekly, with updated versions published on the school website.</p> <p>Schools should have active arrangements in place to monitor that the controls are:</p> <ul style="list-style-type: none"> • effective • working as planned • updated appropriately considering any issues identified and changes in public health advice 		