

# Marsh Gibbon Church of England School

## Full School Opening Risk Assessment

Version Date: 01/03/2021 V4

	Government Recommendations	School Measures
Effective infection protection and control	<p><b>Systems of Controls: Protective Measures</b></p> <p><b>PREVENTION</b></p> <ol style="list-style-type: none"> <li>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school.</li> <li>2. Clean hands thoroughly more often than usual.</li> <li>3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li> <li>4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products, such as detergents and bleach.</li> </ol> <ol style="list-style-type: none"> <li>5. Minimise contact between individuals and maintain social distancing wherever possible.</li> <li>6. Where necessary, wear personal protective equipment (PPE).</li> </ol> <p><b>Numbers 1 to 4 MUST be in place in all schools, all the time.</b>            Number 5 must be properly considered and schools must put in place measures that suit the particular circumstances.            Number 6 applies in specific circumstances.</p> <p><b>RESPONSE TO ANY INFECTION</b></p> <ol style="list-style-type: none"> <li>7. Engage with the NHS test and Trace process</li> <li>8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community</li> <li>9. Contain any outbreak by following local health protection team advice</li> </ol> <p>Numbers 7 to 9 MUST be followed in every case where they are relevant.</p>	
PREVENTION	<ol style="list-style-type: none"> <li>1. <b>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school.</b></li> </ol>	<p>staff will undertake a twice weekly test (Sunday evening and Wednesday evening) and will report the results on the designated DfE site. Positive results will be reported to the school and the staff member will arrange to be tested at a test site (or get a home pack).</p> <p>Information on parent / pupil testing will follow once the school has received this information</p> <p>Children and staff who display any of the published symptoms of COVID-19 at school will be immediately isolated on the outside seat by the large wooden gate or in the Deputy Head's room. Their parents/carers will be contacted and asked to collect their child, along with any siblings that may be at school. They should not return to school until they have tested negative for COVID-19 or have self-isolated for the government-advised time frame. If a child or staff member tests positive after displaying symptoms of COVID-19 in school, the Local Health Protection Team will be contacted and they will guide the school through the actions to take.</p> <p>If a member of staff has helped someone who was unwell with a new continuous cough or a high temperature or loss of taste/smell, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with</p>

		<p>disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. PPE is available for staff to use in this instance and should be disposed of in a sealed bag as soon as it has been used.</p> <p>Children and staff will not attend school if they or a member of their household has any of the published symptoms of COVID-19: a high temperature, a new continuous cough or a loss of taste or smell. Children and staff will be able to access a test for COVID-19, confirming whether they can return to school if testing negative or isolating at home if testing positive. Information about how to book a test can be found at <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a>.</p>
	<p><b>2. Clean hands thoroughly more often than usual.</b></p>	<p>Staff will encourage and supervise regular hand washing at key points throughout the day (entry into school, transfer between environments, before and after consuming food, before going home as well as after sneezing or coughing). Time will be spent teaching hand washing routine on the first day of term.</p> <p>Everyone will wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</p> <p>Sanitiser will be placed at entry points to rooms, the photocopier and stations will be set up outside so that sanitiser can be easily accessible.</p> <p>Priority is given to washing hands over using sanitiser. Use of sanitiser by children will be supervised given risks around ingestion.</p> <p>Visitors into the school building will be required to wash their hands immediately and/or use sanitiser.</p>
	<p><b>3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</b></p>	<p>Staff will ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. .</p> <p>Lidded bins are located in each classroom, and the offices where used tissues are to be placed.</p> <p>Tissues will be readily available for people to use. Any used tissues will be placed in a lidded bin and these will be emptied at the end of each day. If they become full during the day, a member of staff will empty them. They will wear gloves and tie the bag before removing it from the bin. It will be placed immediately in the school bin outside. Deputy Head to monitor the stock levels of tissues weekly and order more as and when they are required.</p>
	<p><b>4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products, such as detergents and bleach.</b></p>	<p>Each classroom will have a cleaning pack consisting of; anti-bac spray, cloths, disposable gloves and anti-bac wipes.</p> <p>Tables and surfaces will be cleaned before and after children eat by a member of staff. Door handles/push areas on doors and taps (in classrooms and toilets) will also be cleaned during the day by a member of staff in line with the cleaning routine list. For some children with increased risk (clinically vulnerable), their work area will be cleaned more frequently by a member of staff. Any members of staff who are wiping surfaces during the school day will be provided with disposable gloves to wear.</p> <p>Admin staff to monitor stock levels of sanitiser, anti-bac spray and wipes, cloths, disposable gloves weekly and order as necessary. Staff to inform admin staff if they are running low.</p> <p>Toilets will be allocated to each year group. The number of children permitted in the toilets at any given time will be limited. To manage this, a system of monitoring will be established and practised within each social bubble so all are aware of the requirements.</p> <p>Cleaning routine lists will be distributed to each bubble with tasks being signed and time noted when they are completed.</p> <p>Additional cleaning will be provided by the contracted cleaners, Clean Genie who will undertake a mid-day clean of toilets and central areas. An open log will be maintained between school and Clean Genie so that any additional cleaning requirements can be communicated quickly and acted upon.</p>

	<p>5. <i>Minimise contact between individuals and maintain social distancing wherever possible.</i></p>	<p>Our main cleaners will clean the whole school at the end of the school day.</p> <p>Contact and mixing between all children and adults will be minimised as much as possible. It is understood that contact will occur between children but contact between children and adults/adults and adults will be controlled and minimised as much as possible.</p> <p>Class bubbles will continue. Class bubbles will remain separated from other groups whilst at school to reduce mixing. Breaks, lunch and other movement around school will be monitored and staggered to reduce mixing.</p> <p>Pick-up and drop-off times are staggered to prevent large groups arriving on the school site at any given time. Social distancing will be encouraged through communication. Parents will not enter the school building unless by prior appointment.</p> <p>Classrooms have been prepared to allow for distancing between adults and children where possible. There will not be carpet areas in KS2 classrooms due to class sizes and number of children in each social bubble. Tables (where possible) will be placed side by side to reduce the possibility of children facing each other. Classrooms will be well ventilated with doors and windows open where possible and safe.</p> <p>Children will keep their personal belongings with them (water bottles). Lunch boxes will be allocated to certain areas for each bubble. Book bags will be brought into school once a week and will be placed in individual drawers and children will only touch these to take things out or place them inside. We will not provide beakers/cups for children to have drinks from. Water bottles can be refilled throughout the day from a jug in the classroom. Children will have access to their own stationery and equipment that they will not share with other children.</p> <p>Outdoor spaces (playground and field) will be split into zones to prevent mixing. Only 2 x bubbles will be outside in the same area at any given time. Separate balls for each bubble.</p> <p>Staff should not engage in conversations with parents at the beginning and end of the school day. Parents have been asked to either phone or email the office. Staff will then get back in touch with parents within 24 hours.</p> <p>When possible, staff will remain in their staff bubble. They will ensure they maintain a 2 metre distance with staff who are not in their bubble. Only 4 people should be in the staffroom whilst maintaining social distancing. Whenever possible, PPA will be taken at home. Staff should be vigilant and wipe down anything they have used (e.g. kettle, dishwasher handle). Hot drinks must be made in a cup with a lid on so that they can be consumed outside of the staffroom.</p> <p>Staff meetings will be held outside or remotely. Governor meetings will be held remotely to minimise groups of adults meeting together. Any training provided by people outside of school (e.g. safeguarding, first aid) will also be held remotely.</p>
	<p>6. <i>Where necessary, wear personal protective equipment (PPE).</i></p>	<p>All adults will wear masks in confined spaces or when they cannot socially distance. For example in corridors. Staff should bring in their own masks; however a supply will be available in school when required.</p> <p>If a child, young person or other learner becomes unwell with symptoms of coronavirus while in school and needs direct personal care until they can return home, PPE should be worn by the supervising adult. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p> <p>The school has obtained PPE from the local authority for use in school. Children and staff will not be required to wear PPE for the majority of scenarios at school.</p> <p>Staff who are supervising toileting will wear PPE as normally practised, such as gloves and an apron.</p> <p>When staff are cleaning tables or emptying bins, gloves will be provided and should be worn. These will be disposed of after use.</p>

		<p>Each classroom will have its own first aid kit. When staff are administering basic first aid, they will wear gloves and encourage children to carry out as much of the first aid as possible themselves. For more serious first aid treatment, Gareth Owens, our leading paediatric first aider, will administer first aid and wear full PPE if necessary. First aid waste will be disposed of separately and safely.</p> <p>Where a child is displaying published symptoms of COVID-19 at school, the member of staff who is supervising this child in isolation will wear full PPE as advised in government guidelines. This is the PPE that has been supplied by the County Council. Staff using this PPE should follow the guidance issued by County Council.</p> <p>Staff to wear masks during drop off/collection times. Staff to wear masks in central areas such as photocopier room Staff can wear masks in classroom if they wish to</p>
<b>RESPONSE TO ANY INFECTION</b>	<p>7. Engage with the NHS test and Trace process</p> <p>8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>9. Contain any outbreak by following local health protection team advice</p>	<p>If members of the school community (staff, parents, governors) are contacted by NHS test and trace they will inform the school and follow the recommended actions. A record will be kept in school detailing who has been contacted and relevant dates. Any visitors to school, including specialist providers, will be asked to sign in and out so that we can keep a record of who was on school premises, when and for how long. A record of which staff have been in on a set day will be kept by the office..</p> <p>School will follow the flow-chart of actions which has been distributed by PHE South East Thames Valley Protection Team. This will be located in the school office and the disabled toilet. See copy attached.</p> <p>Communication to the school community will follow guidelines and template letters provided by Buckinghamshire Council. Members of staff should not discuss cases with members of the public or wider school community. Any liaison with the media will follow the processes set out in the school emergency plan.</p> <p>School will follow any local health protection team advice and seek information from them when needed.</p>
<b>Attendance</b>	<p>School attendance will be mandatory again from the beginning of the autumn term. The usual rules on school attendance will apply, including:</p> <ul style="list-style-type: none"> <li>● Parents' duty to ensure their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age.</li> <li>● Schools' responsibilities to record attendance and follow up absence.</li> <li>● The availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.</li> </ul>	<p>Usual attendance practice will resume.</p> <p>Any child whose attendance dips below 95% will trigger a meeting to discuss attendance and set targets.</p> <p>Parents who choose not to send their children back to school will be reported to the local authority and sanctions may be imposed.</p> <p>Pupils who were previously shielding or self-isolating will be identified and contact made with parents to discuss the processes within school if needed.</p> <p>If a child is absent due to track and trace or self-isolation or positive COVID-19 test result, school will maintain regular contact with the family.</p>
<b>Children with an EHCP</b>	<p>Additional controls for adults who provide 1:1 supervision for children with EHCPs</p>	<p>Each child with an EHCP will have an individual risk assessment carried out by the SEN Lead, including evacuation plans where necessary. All adults working with 1:1 children to sit alongside and not in front of the child. Adults providing 1:1 to have their own set of equipment e.g. pens/pencils. Adults providing high levels of 1:1 care, where social distance cannot be maintained to have the option of wearing a visor. Intimate care plan to be followed by any child requiring intimate care. Any external visitors entering school to support children with their EHCP requirements to be given a copy of this risk assessment by the SEN lead.</p>
<b>School Workforce</b>	<p>All staff should be available for work from the start of the Autumn term.</p>	<p>Where a member of staff becomes unwell (for reasons other than COVID-19) and is unable to come to work, they will inform the Deputy Headteacher and cover will be organised.</p>

		<p>This risk assessment will be individualised for staff who were previously shielding or have underlying medical conditions in order to facilitate a reduced risk for them to return to work.</p> <p>At times, it may be necessary for a member of staff to support in a different bubble within school. In this instance, a distance of 2m will be upheld and staff should take extra precautions such as frequent hand washing/sanitising and cleaning surfaces they come into contact with. Staff will also ensure they have their own equipment as needed to reduce the need for sharing. Where possible, lessons will take place outside in these circumstances.</p>
<b>First Aid Provision</b>	Smooth operation of first aid.	<p>The staff on site are aware of who the first aiders are.</p> <p>First Aid boxes in year group.</p> <p>Staff in rooms can administer basic first aid.</p> <p>All reporting on individual sheets so that not one book is used.</p> <p>First Aider will wear PPE if required to administer higher level of first aid</p> <p>PPE stored in the Deputy Head's office.</p>
<b>Catering</b>	Kitchens will be fully open from the start of the autumn term and normal legal requirements will apply about provision of food to all pupils who want it, including those eligible for benefits-related free school meals or universal infant free school meals.	<p>Hot Meals will be provided by the school meal provider (Freshstart). EYFS and KS1 will sit in the hall for their lunch. KS2 will sit in their classrooms to have lunch. KS2 hot meals will be brought to the children in appropriate packaging.</p> <p>When the weather becomes hotter, having lunch outside will be considered.</p>
<b>Educational Visits</b>	In the spring term schools cannot resume non-overnight domestic educational visits.	We will not be undertaking any educational visits for the remainder of the spring term.. We will wait to be informed by the CountyCouncil as to when they can resume.
<b>Extra-Curricular Provision</b>	Schools should consider resuming any breakfast and after-school provision, where possible, from the start of the autumn term. Schools may need to respond flexibly and build this up over time.	Breakfast club will resume in the Spring term and will be led by S4A. Please see their specific risk assessment for more information.
<b>Behaviour Expectations</b>	Schools should consider updating their behaviour policies with any new rules/policies, and consider how to communicate rules/policies clearly and consistently to staff, pupils and parents, setting clear, reasonable and proportionate expectations of pupil behaviour.	<p>Behaviour:</p> <p>Staff will continue to follow the school's behaviour policy, focusing on praise to encourage positive behaviours. Should a member of staff be dealing with a more serious behaviour concern, they will need to ensure the safety of the other children in their group, separating them with support from the other adult in the group, and, if necessary, will call for support from the Deputy / Headteacher. The child will then be asked to wait in the seating area outside the school office and the child's parents will be contacted, who will be asked to collect their child if the child's behaviour does not improve.</p>
<b>Wellbeing</b>	<p>Schools should consider the provision of pastoral and extra-curricular activities to all pupils designed to:</p> <ul style="list-style-type: none"> <li>• Support the rebuilding of friendships and social engagement</li> <li>• Address and equip pupils to respond to issues linked to coronavirus (COVID-19)</li> <li>• Support pupils with approaches to improving their physical and mental wellbeing</li> </ul>	<p>Children and young people react, in part, to what they see from the adults around them. When adults, parents and carers deal with a situation calmly and confidently, they can provide the best support for their children and young people. Adults, parents and carers can be more supportive to others around them, especially children, when they are better prepared.</p> <p>See <a href="#">guidance on how to look after your mental health and wellbeing</a> during the coronavirus (COVID-19) pandemic or visit <a href="#">Every Mind Matters</a> for clear advice and actions to take care of your mental health and wellbeing.</p> <p>Children and young people may respond to stress in different ways. Signs may be emotional (for example, they may be upset, distressed, anxious, angry or agitated), behavioural (for example, they may become more clingy or more withdrawn, or they may wet the bed), or physical (for example, they may experience stomach aches).</p> <p>Look out for any changes in their behaviour. Children and young people may feel less anxious if they are able to express and communicate their feelings in a safe and supportive environment.</p> <p><a href="#">MindEd</a> is a free online educational resource on children and young people's mental health for all adults, which can support parents and carers through these exceptional circumstances.</p>

	<p>All children and young people are different, but there are some common ways in which different age groups may react to a situation like the coronavirus (COVID-19) pandemic.</p> <p><u>For 3 to 6-year olds</u> Preschool and nursery children may return to behaviours they have outgrown. For example, toileting accidents, bed-wetting, or being frightened about being separated from their parents or carers. They may also have tantrums or difficulty sleeping.</p> <p><u>For 7 to 10-year olds</u> Older children may feel sad, angry, or afraid. Peers may share false information but parents or carers can correct the misinformation. Older children may focus on details of the situation and want to talk about it all the time, or not want to talk about it at all. They may have trouble concentrating.</p> <p>Time will be dedicated each day to promote wellbeing within class – this will be a whole school consistent approach. Concerns about children will be discussed with parents at the earliest opportunity and a pathway of support sought if required.</p>
<p><b>Safeguarding</b></p>	<p><u>Keeping Children Safe in Education (KCSIE)</u> is statutory safeguarding guidance that schools and colleges should continue to have regard to as required by legislation and/or their funding agreements.</p> <p>Whilst acknowledging the pressure that schools and colleges are under, it remains essential that they continue to be safe places for children.</p> <p>The way schools and colleges are operating in response to coronavirus continues to be different to business as usual. However, as children return, a number of important safeguarding principles remain the same:</p> <ul style="list-style-type: none"> <li>● the best interests of children must always continue to come first,</li> <li>● if anyone in a school or college has a safeguarding concern about any child they should continue to act and act immediately,</li> <li>● a DSL or deputy should be available,</li> <li>● it is essential that unsuitable people are not allowed to enter the children’s workforce and/or gain access to children,</li> <li>● children should continue to be protected when they are online.</li> </ul> <p>Schools and colleges will have an effective child protection policy in place reflecting business as usual. This should already have been updated to reflect the response to coronavirus.</p> <p>The school will continue to take the same approach to safeguarding and child protection as usual, with additional considerations and procedures in place as a result of the current situation due to COVID-19.</p> <p>The school has adopted a ‘COVID-19 outbreak’ addendum to our child protection policy as per county model guidance.</p> <p>There will be a DSL on site each day where possible. If a DSL is not available on site then they can be contacted via phone. In an emergency the Headteacher at either Grendon Underwood School or Twyford CE School can be contacted.</p> <p>Staff will continue to report any concerns to a DSL using our school’s concerns form, which will be made available electronically to reduce interactions where possible. In the case of an emergency safeguarding concern, face-to-face meetings may be deemed necessary due to the urgency of the situation. Where a DSL must meet with others to discuss safeguarding concerns, every effort will be made to ensure social distancing is maintained.</p>

DISCLAIMER:

*The risk of a member of staff contracting COVID-19 is potentially High Risk. Staff are at risk from infection in all areas of their life, not just at school. If members of staff, follow the guidance outlined in this risk assessment the chances of infection while at school should be moderate. We are instructing members of staff to follow the risk assessment guidelines to protect themselves from infection. We also expect that members of staff also practice good sensible risk reduction measures while not at school, following up to date guidance released from the government. Marsh Gibbon CE Primary School cannot guarantee that a member of the school community will not contract Covid-19 whilst inside or outside school.*