

Full School Reopening Plan and Risk Assessment

(From September 2020 - revised 23.09.20 - changes in blue, revised 26.09.20 - changes in purple)



This Risk assessment has been compiled using guidance from the Department of Education, Essex County Council and in consultation with Staff, Governors and Dunmow Excellence in Education Partnership.

This risk assessment also makes the assumption that social distancing will not be able to be adhered to at all times because of the nature of education and the age of the children being admitted in the reopening cohort.

This Risk assessment is based on year group bubbles. This is to assist with lunchtime arrangements and recovery education.

This document will be reviewed on a regular basis and a thorough review will take place when each additional cohort joins the school.

The number below must be contacted if there is a confirmed case of COVID-19 in staff or children

In the first instance contact Essex Contact Test and Trace Team are here: Tel: 0300 303 2698

If you can't get through contact below

Department for Education coronavirus (COVID-19) helpline

Phone: 0800 046 8687 – option 1

Opening hours: Monday to Friday from 8am to 6pm

Saturday and Sunday from 10am to 4pm

The school will comply with any requirement requested to support NHS Test and Trace

When you call for advice, please have the following information to hand relating to the positive coronavirus (COVID-19) case in your setting as you will need to discuss this with the call adviser:

- the number of positive cases in your setting, whether the person who tested positive is displaying symptoms and if so, the date of the onset of the symptoms (if known)
- the dates that the person who tested positive was in attendance at the setting so that we can identify if the person was infectious whilst on site
- for key stage 2, 3, 4 and 5, the seating plan for all lessons, and (where relevant) the timetable, for the person who has tested positive. This will help to support identification of close contacts with that person
- for key stage 2, 3, 4 and 5, if the person who has tested positive is a member of staff, records of any instance of close contact with other members of staff or students
- if the person who has tested positive is a pupil, records of any definite face to face contact with the individual and details of their friendship group within the setting

The School Day

Activity/Issue	Risk Reduction	Responsibility	Action taken
Morning Drop Off	<p>Kiss and Drop 8:30 am - Year R 8:35 am - Year 1 8:40 am - Year 2 8:45 am - Year 3 8:50 am - Year 4 8:55 am - Year 5 9 am - Year 6</p> <p>Siblings can be dropped off at the same time as the youngest sibling.</p> <p>Entrances Year group bubbles will enter the building through</p>	<p>See Kiss and Drop rota for staffing details.</p> <p>Parents</p>	<p>Signage for gates and entrances showing which years enter which entrance.</p> <p>Social distancing signs</p> <p>Cones for guiding cars into the kiss and drop area</p>

	<p>the following entrances:</p> <p>Year R: Forest School gate Year 1: Field gate Year 2: Field Gate Year 3: Forest School gate Year 4: Field Gate Year 5: Front Entrance Year 6: Front Entrance Children go to the classroom (not the playground).</p> <p>Parents to kiss and drop - not to park on school premises</p> <p>No groups of adults must gather in the school vicinity including the public footpath outside school.</p> <p>All children/adults wash their hands as soon as they arrive at school.</p>	<p>See rota for staffing details</p> <p>Parents</p>	<p>One way signs for walking parents</p> <p>Wash your hands signs</p>
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Morning Briefing	<p>Morning Briefing will restart from 28th September for Teachers only. These will be held at 8:20am and social distancing will be enforced. Meeting will be held standing up, so as not to interfere with the cleaning that has taken place.</p>	<p>Teachers</p>	<p>Meetings held in either Parrots or penguins classroom.</p>
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Staffroom	<p>Breaktime: Staffroom only to be used by the adults linked to that break time, plus office staff. Weather depending, breaks should be taken outside (quiet garden will be designated for staff)</p>	<p>Staff</p>	<p>Additional tea making facilities required for Learning Hub, if required.</p>
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	<p>Lunchtime: Whilst resting 1m distance must be kept. This means no more than 10 people in the staffroom at a time. A second staff space (Learning Hub) will be opened if this means that there is not enough space during the lunch hour. Weather depending, breaks should be taken outside (quiet garden will be designated for staff)</p> <p>Countertops and tables need to be cleaned between each group of adults.</p>	Last member of staff to use that space before next group	Sufficient supplies of cleaning equipment
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Assembly	<p>Assemblies will be delivered live through Google Hangouts. A rota of classes will take it in turns to attend the assembly so that there is some interaction.</p> <p>Friday celebration assembly will be attended by Year 6 for House Captain duties. This group will keep at least a 2m distance from other visiting classes, similar to lunchtimes.</p> <p>Children will come from the same bubble, sit facing forward and each row will be 1 meter apart.</p>	Colin Raraty	
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Class Organisation (School Families)	<p>Rodings will work on Year bubbles. This is to allow for the facilitation of RWInc, booster groups and other interventions to recover learning. This will also support events that may happen outside of school e.g. DEEP sporting events.</p> <p>Tables must be arranged in rows or a horseshoe</p>	Colin Raraty and class teachers to organise groups	
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	<p>shape with every child facing forward.</p> <p>Where possible unnecessary furniture to be moved.</p> <p>Equipment: Children will be provided with their own stationary.</p> <p>Resources can be used. They must be cleaned afterwards. Where they can't be cleaned they must be stored for 48 hours (72 hours for plastics) before being used again.</p> <p>Named water bottles - Children can't use water fountains. If children forget their water bottle a cup will be provided, which will be labelled and put through the dishwasher at the end of the day. Cleaning station to be set up in each room</p> <p>Lost Property: Encourage parents to name all items as anything unnamed will be disposed of.</p> <p>Desks and chairs must be left clear before lunch and at the end of the day for cleaning</p> <p>At the end of the day the child's tray must go on the seat of their chair to aid cleaning.</p> <p>Desks to be cleaned during lunch hour and after school</p> <p>No physical group work. However, group work using technology is fine.</p>	<p>Class teachers and support staff</p> <p>Class teacher and support Staff</p> <p>Parents Staff if cups used</p> <p>Peter Clements</p> <p>Parents and children</p> <p>Class teacher/Support staff</p> <p>After school: KM Cleaning</p> <p>Class teacher/support staff/KM Cleaning</p> <p>Class teacher</p>	
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	<p>Children not to wander around the classroom</p> <p>Children to have a tray which goes underneath their table and class books, etc stay in there - Tray goes on chair for lunch and at the end of the day</p> <p>Use group feedback or write comments on post-its and place them in books.</p>		
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Break Time	<p>Staggered break times for 15 minutes with a 5 minute gap between each session.</p> <p>Am break EYFS/KS1: 10:15 am Year 3/Year 4: 10:35 am Year 5 Year 6: 10:50 am</p> <p>Pm break Year R - 13.30 Year 1 and 2 - 14.00</p> <p>Bubble staff to rota monitoring the breaks taking it in turn through the week. There will be a 'relief member of staff to support break and lunch if</p>	<p>Class teachers and support staff</p> <p>See rota for play spaces for bubbles.</p>	
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	<p>needed.</p> <p>Bubbles must not mix.</p>		
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Lunch		Hall Time	Play Time		
	Year R (A)	11:40 - 12:15	12:15 - 12:45		
	Year 1 (B)	11:50 - 12:30	12:30 - 12:50		
	Year 2 (A)	12:00 - 12:35 (until Year R start) 12:15 - 12:35	12:35 - 1:05		
	Year 3 (B)	12:30 - 12:50	12:50 - 1:25		
	Year 4 (A)	12:30 - 12:50	12:55 - 1:25		
	Year 5 (B)	12:50 - 1:10	12:20 - 12:50		
	Year 6 (A)	12:55 - 1:15	12:25 - 12:55		
	<p>A and B demarks which section of the hall to use.</p> <p>LSAs will take 30 minute shifts during the lunch hour to supervise.</p>				<p>Kitchen Staff MDA staff</p> <p>Kitchen Staff and MDA</p> <p>Rota to be established.</p>

	<p>Tables to be organised in clusters and class groups must sit together. There must be clear gaps between each cluster of tables.</p> <p>Once in the playground children will be designated to a particular area which they must keep to. They must not mix with other bubbles.</p> <p>Tables, chairs, serving counters and must be cleaned between each group.</p> <p>Parents are encouraged to use meal service to reduce hand to mouth contact through packed lunches.</p>		
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Use of adventure playground/outdoor gym	Children can still use the outdoor gym and adventure playground but it must be cleaned down after break and lunch.	Peter Clements Supervising teacher	
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Collected from school	<p>Painted dots on the playground for spacing of parents</p> <p>Year R: 2:45 pm Year 1: 2:50 pm Year 2: 2.55 pm Year 3: 3 pm Year 4: 3:05pm Year 5: 3:10pm Year 6: 3:15pm</p> <p>Siblings will be collected at the time of the youngest</p>	<p>Peter Clements</p> <p>Peter Clements</p> <p>Supervising adults</p>	<p>Markings on the school field to show where the children need to line up.</p>
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	<p>child.</p> <p>Siblings to be sent to the youngest siblings class to home so that family groups are together on the field.</p> <p>Take the bubble onto the field and as the cars arrive send the child to the car/parent. Marks on field show children where to stand</p> <p>Markers will be put on the field for children to line up on.</p> <p>List will be drawn up of family groups. Children will be released to go to the field. Support staff will monitor safe movement leaving the building to the pick up area.</p> <p>Walker's line - parents stand on lines marked on back playground</p> <p>Releasing children to walking parents: Year R, 1 and 2 through the nest door with one group entering the room at a time Year 3 and 4 through Kookaburras Class with one group entering the room at a time Year 5 and 6 through Toucans class with one group entering the room at a time</p> <p>JAM will start in September</p>		
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Circulation around	Doors and windows must be propped open to	All staff	
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school	<p>reduce the use of handles but also to allow fresh air to circulate.</p> <p>Bubbles should follow the signage to exit the building or gain access to outdoor spaces and the hall. General rule of thumb should be to use external pathways rather than internal.</p> <p>Only one bubble uses the staircase at a time.</p>		
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Behaviour	<p>Any child that deliberately doesn't follow the social distancing rules will be removed from class and sent home.</p> <p>Children must not be sent out of the room Colin and Darryl must be contacted to collect the child and place them in Penguins class.</p> <p>No one is to sit in any circulation space or outside any offices or classroom..</p>	All staff	
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Other School Activities

Uniform Staff Clothing	<p>School uniform must be worn at all times.</p> <p>A clean, fresh set of clothes must be worn everyday. There will be no lost property. Anything named will be returned to the children unnamed items will be disposed of.</p>	<p>Parents</p> <p>All staff</p>	
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	Staff should wear clothing that is easily washable but appropriate for their role in school. e.g. no ties		
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Toilets (Staff and childrens)	<p>Only one person to enter the toilet area at a time. All toilets to become unisex so that they can allocated to a family group.</p> <p>Children must be strongly encouraged to go to the toilet before/after break and lunch to avoid access to the building unsupervised. Time should be allocated in class time to do this and social distancing should be observed.</p> <p>No queues can be allowed to form</p> <p>Toilets will be signed to indicate which bubble is using that set of toilets.</p>	Class teacher and supervising adults	
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	<p>Toilets seats should be closed when flushing</p> <p>Hand washing instructions posted up in every toilet space or replaced for new guidelines.</p>		
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Cleaning schedule	<p>Deep clean to be carried out before the reopening of school.</p> <p>Classroom surfaces to be cleaned during the lunch break</p> <p>Lunch tables, chairs and serving counter to be cleaned in between each group</p> <p>Thorough clean of the building to be completed at the end of each day.</p> <p>Outdoor gym equipment to be disinfected between each group</p> <p>Any PE equipment that has been used needs to be disinfected at the end of each session.</p> <p>If there is a suspected case of coronavirus deep clean of the space will be carried out by the appropriate personnel. As the school has been kept in bubble groups just that space will need to be deep cleaned.</p> <p>Andrea Paget/Peter Clemenst to monitor cleaning supplies along with KM Cleaning</p>	<p>KM Cleaning</p> <p>Support Staff</p> <p>MDAs</p> <p>KM Cleaning</p> <p>Supervising adults</p> <p>Peter Clements/KM Cleaning team</p> <p>KM Cleaning</p> <p>Andrea Paget/Peter Clements/KM Cleaning</p>	
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Office	<p>An isolated back office will be created for admin assistants to manage calls, paperwork, emails. They will not have contact with children unless in an absolute emergency.</p> <p>No parents to enter the building unless by prior invitation - encourage questions and correspondence to be remote where possible.</p> <p>AP can greet parents out the front of the school each morning.</p> <p>New isolation space to be created for sick children (see first aid for PPE requirements)</p>	<p>Andrea Paget</p> <p>Office staff</p>	<p>Reconfigure office space to accommodate new office arrangements.</p>
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Parental/ Specialist teacher Visits	<p>Specialist teachers and other educational visitors will be granted access to the building by appointment only.</p> <p>Any visitor will be asked to sanitise their hands. Give the details for track and trace through the signing in procedure and then escorted to their location for the meeting. Visitors will be asked to wear a facemask until they reach the room they are meeting in and social distancing can be guaranteed.</p> <p>Specialist teachers will provide details of their RA</p>	<p>All staff</p>	
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	<p>which may include wearing full PPE for therapeutic interventions.</p> <p>Alternatives must be used before a parental visit into the school is granted and must be by appointment only e.g. One plan meetings and EHCP annual reviews, behavioral review</p> <p>Google Hangouts can be used for video/voice calls to parents but must be via school email account and on school premises.</p> <p>Supply Cover Cover for illness or training will be managed in house as much as possible. If Supply cover is needed Tina Moore agency will be used. Each supply teacher will be given a copy of the risk assessment. A supply teacher will maintain a 2m distance from the children and other staff as much as possible. The LSA within the class will be the adult that supports the children at closer distance as much as possible.</p> <p>Peripatetic Teachers They can continue to teach individual students but must comply with the school's risk assessment. Instruments should not be shared, particularly those involving the mouth. Other instruments must be thoroughly cleaned before being used by others. Teachers must maintain a social distance. The room being used must be well ventilated so windows and doors should be open as much as possible.</p>		
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Clubs	No clubs to run		
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First Aid/Illness	<p>Where possible initial first aid should be administered within the teaching group by the supervising staff e.g. cuts, grazes (PPE: gloves, apron?)</p> <p>Any child showing Covid -19 symptoms should be sent to the office immediately where they will be isolated until parents pick them up the following government guidance should then be followed:</p> <p><i>If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. 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</i></p>	<p>Family Staff</p> <p>Andrea Paget</p>	<p>First Aid equipment to be set up in every classroom.</p>
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	<p>After this usual First Aid procedures should be followed.</p> <p>If a suspected case of coronavirus is identified within a family group (adult or child) all those within the family will be sent home, plus anyone else that has had contact with the family, at the earliest point to isolate for at least 7 days. This includes any siblings related to the family group.</p> <p>If all 3 DSL's fall ill, school will close.</p> <p>Staff Illness Any adults showing any symptoms of any illness will be sent home, however mild. This is to protect the family groups as a whole. A back up teacher will be used to replace that member of staff. If it gets to a point where there are no more staff available that family group will have to be sent home. Depending on illness, the whole year group may be sent home.</p>		
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EYFS	Children in Reception will work in small groups and will not be expected to adhere to the same social distancing rules because of their age. E.g. 2/3	Kitchen staff	
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	<p>children per activity.</p> <p>Due to their age, children in Reception will not need to adhere to social distancing guidelines. However, adults will manage the classroom setting, to help reduce risks such as routinely cleaning the toys and limiting peer contact to working within the Reception bubble.</p> <p>Where necessary and if appropriate (e.g. a child in distress at leaving their parents) an adult will comfort the child. This may involve physical contact such as holding a hand.</p> <p>Parents will not be allowed to enter the classroom to drop-off or collect their children. 'Special Week Parent Consultations' will be held on a Monday and Wednesday, after school. Staff will allow for a period of time to clean the desk/chair etc between each consultation.</p> <p>Should a parent not be able to make one of these days or not feel comfortable to attend the meeting in person, a virtual meeting will be scheduled.</p> <p>Pre-cut lunches - lunch options for younger children should enable them to manage their own food</p> <p>Cleaning of toys will be done on a more frequent basis.</p>	Goslings Family	
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Educational Visits	<p>Residential visits will not take place at the current time. Although planning for their possibility will take place.</p> <p>Day visits can take place. However, careful consideration needs to be given to the location of the visit and how the school's risk assessments can be implemented at the visit venue. The venue's risk assessment must be requested before booking to ensure compliance with COVID Secure guidelines.</p>	Educational Visits Coordinators Teachers	
School Transport	<p>To be managed by 24/7</p> <p>24/7 Ltd are unable to facilitate the school designed bubbles when carrying out their service. Some children may decide to wear face coverings for this service.</p> <p>Children will be put into their school bubbles as soon as possible when arriving at school. Handwashing will also take place.</p>	24/7 Ltd	
Kitchen	A full lunch range will be offered	Catering Manager	
Singing	<p>Singing can take place in small group bubbles. Singers must be facing forward and must not sing face to face.</p> <p>They also need to comply with social distancing when singing.</p>	Teachers	

	<p>Music must not be overly loud so that teachers and children need to over project or shout when singing.</p> <p>Singing should take place outside wherever possible.</p> <p>If singing indoors all windows and doors need to be open to dilute the aerosol transmission.</p> <p>Singing should not take place indoors in larger groups such as choirs or ensembles. Friday assembly is fine as there is sufficient space to social distance and there is plenty of ventilation.</p>		
PE	<p>PE lessons should take place outside wherever possible.</p> <p>Sports coaches are able to resume their work in schools as long as social distancing and thorough cleaning of equipment takes place.</p> <p>Focus should be on developing individual skills rather than team sports as this will make social distancing very difficult.</p>	Teachers Sport Coaches	

Health and Safety Consideration other than those already mentioned

<p>Social Distancing Markers</p>	<p>Markers will be laid on floors and signage will be displayed to show that social distancing is in place.</p> <p>Children will have a lesson in what will be required of them on the first day back in September as a virtual assembly.</p> <p>This assembly must be repeated for every cohort that joins.</p>	<p>Peter Clemets to install markings</p> <p>Colin Raraty to provide assembly.</p>	
<p>Absences</p>	<p>Parents will continue to report absences in the same way as currently.</p>	<p>School Office Parents Headteacher</p>	

	Staff must report their absences the night before were possible and only to the Headteacher		
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PPE	<p>Direct quote from guidance: The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> • where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained • where a child or young person already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used 	All staff	
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