

Summary Risk Assessment for September 2020

Updated on 27 August 2020



This risk assessment should be read in conjunction with the 'Risk Assessment for the full opening of Bigland Green from 1 September 2020' and the risk assessment for the phased opening from 1 June 2020. If clarification is needed then kindly talk to a member of the school leadership team (SLT) or send an email to the headteacher.

Prevention		Strategic/governance	Staff	Pupils	Parents
1	Minimise contact with individuals who are unwell.	<ul style="list-style-type: none"> Improved systems for communication with parents. Reinforcement of the RA to staff members. Pupils who are not well to be isolated and sent home. 	<ul style="list-style-type: none"> Maintain social distancing of 1m+ with other adults inside and outside the school. Report any illnesses of yourself to school office immediately. If a household and/or immediate family member has symptoms of Covid-19 then inform the school in confidence. Report any illnesses in school to line managers without undue delay. Do not book visits/visitors without SLT approval + restricted access to essential visitors. 	<ul style="list-style-type: none"> Pupils to be encouraged to maintain social distancing of 1m+ with other pupils who are not in their SWAN/ Year groups. No routine temperature taking of pupils at school gates but any pupil having a temperature of 38 degrees or above to be monitored carefully in the medical room. 	<ul style="list-style-type: none"> Maintain social distancing at all times including when dropping and collecting children from school. Do not send children to school if they have a temperature. Check temperature in school, if needed. No parents allowed in the building in the first half term without an appointment or invitation. Parents who live locally to walk to school. No parking on Bigland Street.
2	Clean hands thoroughly more often than usual.	<ul style="list-style-type: none"> Reinforce guidance for staff members about the importance of washing hands more frequently. Routines for pupils across the school to be reinforced. 	<ul style="list-style-type: none"> Always follow the procedures in place for hand washing with soap and water instead of sanitising. Remind each other about handwashing and lead by example. Handwashing to be included into class timetables. 	<ul style="list-style-type: none"> All pupils to be taught how to wash their hands with soap and water. All pupils to wash hands on entering school and before leaving for home. Hands to be washed before and after lunch time, and after each activity as necessary. 	<ul style="list-style-type: none"> All parents to ensure that they and their child/ren wash their hands before they leave for school and as soon as they get c. Frequent hand washing should be part of the routines at home.

3	Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.	<ul style="list-style-type: none"> This is already in place – review and make necessary adjustments. 	<ul style="list-style-type: none"> Reinforce existing procedures and ensure that they are being implemented effectively across the school. Pupils to design and make posters for good hygiene practices as part of the learning in the classes. 	<ul style="list-style-type: none"> Pupils to be reminded of good hygiene practices. 	<ul style="list-style-type: none"> Reminding children of good hygiene practices. Washing hands frequently. Sneeze on a tissue or the sleeve. Catch it, bin in, kill it.
4	Introduce enhanced cleaning.	<ul style="list-style-type: none"> This has been fully in place since 1 June 2020. 	<ul style="list-style-type: none"> Reporting cards for extra cleaning required. 	<ul style="list-style-type: none"> Pupils to be taught to clean their own learning spaces. Pupils to be mindful when using communal spaces/facilities e.g. toilets, playground. Children to attend school in comfortable clothes and footwear so that they can safely engage in all activities. 	<ul style="list-style-type: none"> Children to dress comfortably for school. Wear trainers or plimsolls but no sandals. Children's clothes to be washed regularly and changed daily if possible. Provide a change of clothes to children who are likely to have accidents (in EYFS or KS1).
5	Minimise contact between individuals and maintain social distancing wherever possible.	<ul style="list-style-type: none"> Pupils will be grouped in Year groups. Pupils will continue to use four entrances/exits. A new entrance will be created through the ball-court in the back playground. Staggered play and lunch times. Reinforce guidance for staff members on social distancing. 	<ul style="list-style-type: none"> Each Year group to be in a bubbles – e.g. SWAN group. Play/lunch times in each phase which is staggered as needed. No trips or visits by classes during the first half term in Autumn. No whole school assemblies – publish assembly theme which is delivered in class. Teacher CPD in teams, TA CPD as normal. 	<ul style="list-style-type: none"> No swimming in Autumn term. No trips or visit in the first-half-term in Autumn. 	<ul style="list-style-type: none"> Use the designated gates to drop and collect children. Ensure emergency contact details are up-to-date. Collect children from school ASAP when asked to do so, particularly if they are not well. Act promptly on the advice given by the school and/or health professionals. Encourage Year 5/6 to walk home by themselves.
6	Where necessary, wear appropriate personal protective equipment.	<ul style="list-style-type: none"> Has been in place since 1 June 2020. 	<ul style="list-style-type: none"> Ensure team of first aiders are trained to assume roles in case of suspected cases. Avoid unnecessary exposure outside the school. 	<ul style="list-style-type: none"> Comfortable, normal clothes or uniform but please change clothes every day. No change of clothes for PE. 	<ul style="list-style-type: none"> Ensure your child has any medication that they need with clear written instructions. Avoid unnecessary exposure outside the school.

Response to any infections					
		Strategic/governance	Staff	Pupils	Parents
7	Engage with the NHS Test and Trace process.	<ul style="list-style-type: none"> ▪ School is already preparing logistics to ensure that the necessary systems are in place from testing and tracing from the beginning of September. ▪ Staff members will be provided with clear guidance that they must follow. 	<ul style="list-style-type: none"> ▪ Staff to report to a testing centre if having any COVID-19 symptoms. ▪ Inform the school of any visits or exposure to risks during out of school hours in confidence. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ Inform the school if anyone in the household/family have symptoms of coronavirus. ▪ Inform the school of any visits/trips during weekend by your family.
8	Manage confirmed cases of coronavirus (COVID-19) amongst the school community.	<ul style="list-style-type: none"> ▪ Reporting of suspected cases will follow the same process of reporting a safeguarding issue. ▪ Steps will be taken to ensure that measured actions are taken in good time to deal with any confirmed cases. 	<ul style="list-style-type: none"> ▪ Systems in place to isolate as soon as possible. ▪ Follow DfE and PHE (public health England) guidelines. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ Cooperate with the school when dealing with difficult situation.
9	Contain any outbreak by following local health protection team advice.	<ul style="list-style-type: none"> ▪ Advice will be sought from the local health protection team as and when necessary to ensure that decisive actions are taken. 	<ul style="list-style-type: none"> ▪ SLT to put in place a plan for containment. ▪ HT to seek advice from PHE and take necessary steps including temporary closure of the school if required. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ Cooperate with the school when dealing with difficult situation.