Vicarage Primary School Full Opening Risk Assessment

Risk Assessment Purpose:	**Who is affected/Persons at Risk:**
To address the risk of infection and transmission of COVID-19 following the full-opening of Vicarage Primary School.	Pupils, Teachers, Teaching Assistants, Administrative Support Staff, Pastoral Team, Cleaning and Catering staff, Site Supervisor, Parents/Carers and visitors attending the school site.

Risk Level (RL)	
High Level Risks	**RED (H)** : Requiring immediate attention
Medium Level Risks	**AMBER (M).** To be managed and continually reviewed to ensure they are not posing any significant threats. Close monitoring is essential to avoid them developing into red/ high risks where possible.
Low Level Risks	GREEN (G): Limited action required but they need to be reviewed regularly to ensure they are not posing any threats.

Areas of risk/concern	Specific risk and concerns raised	Controls Needed/Measures Implemented to reduce and mitigate risk	Risk rating if no action taken	Risk if specified actions are taken	Responsibility
Potential Spread of Covid-19 between persons at school	*Stakeholders may catch COVID-19 via direct or indirect contact* *Potential to spread to other family members/persons*	• The school will follow the advice set by the DFE: Guidance for full opening: schools • Vigilant monitoring of staff and pupils who may display Covid-19 symptoms; ✓ A high temperature – 37.8°C or greater ✓ A 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. ✓ Loss of or change in normal sense of taste or smell. • Anyone with these symptoms must not come on to the school site. • Anyone who displays Covid-19 symptoms will be sent home and must be tested following the NHS Test and trace process before they return back to school. • If the test comes back positive than the persons from the affected bubble will be sent home to self for 14 days. • Staff/parents will be advised to follow guidance regarding self-isolation, which states: • If they live alone, they must self-isolate for 10 days from when they first experience symptoms. • Anyone they have come in contact with must self-isolate for 14 days.	H	L	All staff members

Staff	*Staff travelling on Public Transport*	• Encourage staff to drive, walk or cycle to school where possible. • Staff must wear a face covering if they have to travel by public transport. • Staff must wear a face covering or a visor in the playground at the start and end of the school day.	M	L	Leadership Team
	Staff anxiety and mental well- being	• Staff training led by HeadStart on 2nd September. • Measures are in place to check on staff well-being (including senior leaders), i.e. through regular team and one to one meetings. Staff will be sign-posted to services to support them. • 1:1 SEND staff should request an apron, gloves and mask from the SEND office. • **It is every staff members own responsibility to ensure they adhere to social distances measures at all times.**	M	L	All staff members
	Risk of compromising safety measures through inadequate communication	• Staff CPD, and Friday whole staff briefing will take place via Google Meet. • Weekly SEND TA meeting to take place on-site ensuring social distancing rules are adhered to. • Staff to email queries to admin team in the first instance. • No more than 2 staff in any office at any given time. • New Nursery and Reception admission Parent Stay & Play meetings to take place at the start of the new academic year in small groups. • Face to face communication on site must adhere to social distancing rules. • Parent surgeries and workshops in the Autumn term will be held via Google Classrooms, Zoom and telephone.	M	L	All staff members
Pupils	*Pupils with SEND*	• Individual risk assessments have been completed for pupils attending school on-site. • SEND pupils to follow individual timetables including use of social stories to support with return to school. • In the event of Covid-19 related staff absence, planned activities on the EHC Plan will not take place.	M	L	AHT for Inclusion
	Safeguarding of pupils	• Safeguarding and Early Help Policy to reflect updates included in KCSIE 2020. • Staff to be more vigilant and report any concerns immediately to a member of the safeguarding team as well as email safeguard@vicarage.sch.uk • Safeguarding team meetings to continue.	M	L	All staff members
	Pupils reintegration: *Risk of compromising*	• Letters to parents sent out before they return to school after the Summer break. • Teachers to share welcome to new class video last week of summer term through Google Classroom. • Behaviour policy expectations to be reinforced with all pupils, including consequences of unacceptable behaviour e.g. deliberate coughing or spitting.	M	L	All staff members

	safety measures through inadequate communication	• Staff to communicate with pupils and parents **setting clear, reasonable and proportionate expectations** of pupil behaviour. • Allow time for pupils to settle back into school routines with an emphasis on pastoral support. • Class timetables to start week beginning the 7th September.			
	Mental health and bereavement	• Contact to be made with relevant agencies and professionals for additional support for pupils displaying anxiety, disruptive behaviour or any other mental health issues. • Learning Mentor to provide 1:1 support for vulnerable pupils. • Staff training led by Head Start on 2nd September. • Weekly PSHE lesson will take place in all year groups. • Daily assemblies to have a focus on Mental Health & Well-being.	M	L	All staff members
	Journeys to and from school *High infection risk due to parents and/or pupils not observing social distancing on journeys to and from school*	• Encourage parents to walk or cycle to school where possible. • Parents and pupils must wear face covering on public transport. • Remind parents to avoid parking near school gates. • Parents reminded to adhere to social distancing when waiting for school gates to be opened at the start and end of school day.	M	L	All stakeholders
Parents	*Some parents refusing to send their children at home*	• School attendance will be mandatory again from the beginning of the Autumn term. • The school will follow the Local Authorities attendance procedure including use of fixed plenty notices for non-attendance. • Communication with parents will be carried out via telephone or email (info@vicarage.newham.sch.uk) • Teachers and Phase Leaders should communicate with parents via telephone if pupils have not returned to school. • Parents to be asked to provide water bottles clearly labelled with the child's name and year group. • Parents to be encouraged to continue with good hygiene measures, including regular washing of school uniform.	M	L	Leadership Team Teachers Parents
Measures and routines for the school day	*School Day Measures*	• Year groups will be kept in bubbles, wherever possible, thereby minimising the number of contacts between different people across the school. • Breakfast club to resume. Pupils will be kept in their Year group bubbles. • Clubs will resume in the Spring term. • There will be a limit to only one parent/carer to drop off and collect each pupil. • All gates including the sliding gate will be opened at the start and end of the school day.	M	L	All stakeholders

		• Parents and pupils should use the Vicarage Lane sliding gate and Vicarage Lane entrance (by Reception classes) for entering the school and use the Whitehorse Lane gate and the main gate for exiting the school. Nursery entrance and exit will remain via the same gate. • School gates will be unlocked at 8:40am in the morning and locked at 9am. • Parents must wear a face covering and adhere to social distancing measures when on school site. • Staff to limit face-to-face contact with parents at the start and end of school day. • Staff will phone parents to discuss any relevant matters, i.e. behaviour issues. • Any pupils who come after the gates close in the morning should go to the office. Phase Leaders will be contacted by the office staff to come and collect pupils. • If pupils are not collected on time at the end of the day they will be taken over to wait under the shelter (near Reception Office) by the class teacher and a phone call will be made by the phase leader. If pupils are not collected by 3:45pm, they should be taken to the school office. There will be a TA rota system for supervising pupils while they wait at the shelter. • Pupils and staff to enter buildings via external doors only where possible. • Pupils to wash their hand regularly throughout the school day. • All homework including reading will continue to be online through Google Classroom. • KS1 will be sending RWI books home.			
	In school interactions	• Ensure rooms are well ventilated by opening doors and windows at all times. • Resources will be assigned to each class bubble. • Any used tissues/ paper towels must be disposed of in the bins provided. • Staggered break times will take place. • All playground climbing equipment and EYFS outdoor equipment are sealed off with fencing and must not be used at any time. • Playground water fountains will be out of use. • Each bubble of pupils will be allocated their own playground equipment to be kept in class. • PPA will take place as normal (Autumn term PPA timetable, week beginning 7th Sept). • Staff and children will be reminded to maintain social distance at all times in line with Government guidance. • Where close contact is unavoidable, in the case of SEND pupils, staff to follow protective measures, for example, avoiding close face-to-face contact, use of PPE and regular hand washing.	M	L	All staff members

	• Staff to maintain distance from pupils and other staff as much as possible. • Sanction Room will not be in use in the Autumn term. Behaviour will be dealt by the class teacher and red card behavior will be dealt by the Phase leader. • Sweets, birthday cake or party bags will not be distributed amongst pupils.			
Teaching and Learning/ Curriculum content	• A broad and balanced curriculum to be taught from the start of the Autumn term. • All National Curriculum subjects will be taught. • Foundation subject content will be reduced in the Autumn term. • Teachers to plan in time for establishing class rules and keeping safe, during the first few days of pupils returning to school. • Class timetables will be followed from 7th September. • Classrooms will be arranged with forward facing tables. • Intervention groups planned before and after school to ensure gaps in core knowledge in Literacy and Numeracy are addressed. • PSHE lesson to take place weekly to provide pupils with a safe place to talk and discuss any worries. • Daily collective worship to take place in class via Google Meet, led by teachers. • Singing, chanting, playing wind or brass instruments will not take place for the foreseeable future. • Pupils must come to school wearing their PE Kits on the allocated PE days. • Pupils may bring in a bag with their diary but should not bring in any non-essential items such as their own stationary or toys.	M	L	Teachers
Lunch Provision: *Maintaining social distances during lunch time and increase the risk of transmission*	• Juniper to provide school lunch to classrooms for Years 2, 3 and 4. Reception and Years 1, 5, 6 will have lunch in the dinner halls at staggered times. • Lunchtime will staggered. • Staff and pupils must adhere to social distancing measures in school during lunchtime. • Break times will be staggered. • Food parcels will be provided for pupils who are eligible for free school meals and who are not in attendance because they are self-isolating.	M	L	All staff members including midday Supervisors
Hygiene Levels	• Hygiene Standard to be maintained at high levels throughout the school day. • Cleaning equipment will be provided to all classrooms and communal areas. • Pupils to be supervised when going to the toilet. • Limit the number of pupils entering the toilet.	M	L	All staff members including Midday assistants and Juniper Cleaning Staff

Visitors/ Contractors on school premises		• Visitors/contractors will not enter the premises if they are displaying symptoms of COVID-19. • Contact details will be provided by all visitors/contractors in order to comply with Track and Trace. • Upon arrival and exit, all visitors/contractors will wash their hands or use hand sanitiser. • No handshaking. • Maintain a minimum of 1-metre social distancing (or follow schools procedure for social distancing) • Stationery or other items will not to be shared. • Meeting/training will be held in a well-ventilated room. • Paper reports to be emailed after a visit.	M	L	All staff members
Fire Safety	*Risk of unsafe fire management practice due to staff shortages and changed fire exit routes*	• Fire Evacuation and Fire Drill procedures reviewed. • Assembly points and mark out assembly points reviewed. • Sufficient number of fire marshals on site each day to coordinate safe evacuation reviewed. • Fire drills to be carried out every half term.	M	L	HT/Health & Safety Lead Leadership Team Site Supervisor
Premises Safety	*Contamination of commonly used areas, including door handles, IT equipment and equipment used by multiple users*	• At all times there will be the Designated Safeguarding Lead (DSL) and/or one of the two deputy DSL's in school. • Health and Safety posters to be displayed around the school reminding staff and pupils of good hygiene practice. • Sufficient supplies of soap, hand sanitisers and cleaning materials will be provided for each classroom, group rooms and offices. • Frequent wipe down of door handles and high usage areas by all staff. • Bins will be emptied throughout the school day. • Juniper cleaning staff will be on-site at the start and end of each school day to carry out a thorough clean of school premises. • IT equipment to be used by one person and cleaned after use. • All school maintenance checks to continue (including Legionnaires, Fire Alarm system, etc).	M	L	Site Supervisor Juniper Cleaners
First Aid		• The school has a very high number of First Aiders, this includes, teachers, teaching assistants, leadership team, pastoral team and admin staff. • Each phase to have its own First Aid area. • During playtimes EYFS, LKS2 and KS1 to use allocated First Aid Areas.	M	L	All staff members

		• Staff must wear disposable gloves, apron and visor/face mask if a child or staff member is displaying symptoms of Covid-19. • Staff to use Non-Contact Thermometer, (one provided for each phase to check for fever/high temperature 37.8°C or greater and then follow PHE guidance). • If a pupil or staff member tests positive for Covid-19, the school will seek advice from Public Health England. • Any staff or pupils displaying symptoms of Covid-19 will be taken to the designated Self-Isolation Room to avoid contact with other people. • Any pupil's showing symptoms will stay in the self-isolation room with a member of staff until they are collected by their parent. • If they need to go to the toilet while waiting to be collected, they should use a separate bathroom if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else.			
Contingency planning for further outbreaks		• Where a year group need to self-isolate, teachers will deliver lessons via Google Classroom or provide Home Learning packs. • Curriculum maps for key subjects produced by the DFE will be used to support teachers planning. • The school will also use video lessons produced by Oak National Academy including differentiated activities for SEND pupils. • Where individual pupils are self-isolating, parents will be encouraged to use Oak National Academy for home learning.	M	L	Leadership Team

If we have a confirmed case of COVID-19 at the school;

1. Alert the London Coronavirus Response Centre (LCRC): lcrc@phe.gov.uk or call 0300 303 0450
2. Inform the Newham public health team: publichealthenquiries@newham.gov.uk
3. Contact NPW, Newham's schools silver officer service:
   geetha.unnithan@theeducationspace.co.uk
   020 8249 6900 ext: 173
   07807 727366
   07770 227 094**Out of Hours Contact number