

Vicarage Primary School Full Opening Risk Assessment – (from 8th March 2021)

Risk Assessment Purpose: To address the risk of infection and transmission of COVID-19 following the full-opening of Vicarage Primary School.	Who is affected/Persons at Risk: 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	<i>Stakeholders may catch COVID-19 via direct or indirect contact Potential to spread to other family members/persons</i>	<ul style="list-style-type: none"> The school will follow the latest guidance from the DFE and Public Health England. Vigilant monitoring of staff and pupils who may display Covid-19 symptoms; <ul style="list-style-type: none"> 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 take a PCR test. If the test comes back positive than the school will contact Public Health England and follow the guidance given. Staff/parents will be advised to follow guidance regarding self-isolation, which states-they must self-isolate for 10 days from when they first experience symptoms. If the PCR test result is negative, the child or staff member can return to school. Individuals who have been in direct contact with the person who has tested positive will need to self-isolate for 10 days. Following a trip aboard during term time or in the school holiday, pupils may need to quarantine for 10 days. 	H	L	All staff members

		<ul style="list-style-type: none"> Individual risk assessments have been carried out for all staff who have received a shielding letter from the NHS. Staff are advised to carry out the lateral flow/rapid test twice a week. 			
Staff	<i>Staff travelling on Public Transport/ on School site</i>	<ul style="list-style-type: none"> 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, in corridors and communal areas Staff must keep at least 2 metre or more distance apart from other adults in school. 	M	L	Leadership Team
	<i>Staff anxiety and mental well- being</i>	<ul style="list-style-type: none"> Termly Staff training on Mental Health and Well-being (2nd September 2020-HeadStart training / 4th Jan 2021, 19th April 2021, 7th June 2021-Kazzum Arts) Measures are in place to check on staff well-being (including senior leaders), i.e., through regular team and one to one meeting. Staff will be sign-posted to services to support them. 1:1 SEND staff should obtain aprons, gloves and disposable masks from the SEND office. It is every staff member own responsibility to ensure they adhere to social distances measures at all times. 	M	L	All staff members
	<i>Risk of compromising safety measures through inadequate communication</i>	<ul style="list-style-type: none"> Staff CPD, Friday whole staff briefing, weekly SEND TA meeting, PPA and Phase meetings will take place via Google Meet. Staff must not share device for any meetings. Rooms with no natural ventilation must only have 1 adult working at any given time. Face to face communication on site must adhere to social distancing rules. Parent surgeries, workshops and parent meetings will be held via Google Meet / Zoom or telephone during the academic year. 	M	L	All staff members
Pupils	<i>Pupils with SEND</i>	<ul style="list-style-type: none"> 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
	<i>Safeguarding of pupils</i>	<ul style="list-style-type: none"> 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. Staff to remain in contact with pupils who are self-isolating via Google Classroom and telephone. 	M	L	All staff members

	<p><i>Pupils reintegration:</i></p> <p><i>Risk of compromising safety measures through inadequate communication</i></p>	<ul style="list-style-type: none"> • Behaviour policy expectations to be reinforced with all pupils, including consequences of unacceptable behaviour e.g. deliberate coughing or spitting. • Following fixed term exclusions, parent meetings will be held via telephone. • Staff to communicate with pupils and parents setting clear, reasonable and proportionate expectations of pupil behaviour. • Pupils given support to settle back into school routines with an emphasis on pastoral care. 	M	L	All staff members
	<p><i>Mental health and bereavement</i></p>	<ul style="list-style-type: none"> • Contact to be made with relevant agencies and professionals for additional support for pupils displaying anxiety, disruptive behaviour or any other concerns. • Learning Mentor to provide 1:1 support for targeted pupils. • Weekly PSHE lessons will have a focus on mental wellbeing. • Daily assemblies to provide quiet reflection time as part of collective worship. 	M	L	All staff members
	<p><i>Journeys to and from school</i></p> <p><i>High infection risk due to parents and/or pupils not observing social distancing on journeys to and from school</i></p>	<ul style="list-style-type: none"> • Parents encouraged to walk or cycle to school. • Parents and pupils reminded to wear face covering on public transport. • Parents reminded to not park 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	<p><i>Parents refusing to send their children at home</i></p>	<ul style="list-style-type: none"> • School attendance will be mandatory again from 8th March 2021. • 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. • Attendance team and Phase leaders to contact parents, if pupils are not joining online lessons when they are self-isolating. • In Year admissions form will be sent to parents for completion and returned via email to school. • Admissions meeting will take place adhering to social distancing measures. • 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

<p>Measures and routines for the school day</p>	<p><i>School Day Measures</i></p>	<ul style="list-style-type: none"> • Pupils will be kept in class group bubbles during teaching and learning and break times. • During outdoor break pupils will be in kept in bubbles of two classes. • Pupils will be kept in class group bubbles in Breakfast club. • 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. • Parents and pupils must use the Vicarage Lane sliding gate and Vicarage Lane entrance (by Reception classes) for entering the school and use the Whitehorse Road gate and the main Vicarage Lane 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. Gates will be unlocked at 3pm and locked at 3:20pm in the afternoon. • Parents must wear a face covering/mask and adhere to social distancing measures when on school site including playgrounds. • Pupils to enter their classroom in the mornings using different entrances to the building. • Staff to limit face-to-face contact with parents at the start and end of school day. • Staff to keep 2 metre distance from other adults in the playground at the start and end of school day. • All parent meetings will be via Zoom, Google Meet or telephone. • Staff will phone parents/carers to discuss any relevant matters, i.e. behaviour incidents. • Only one parent/carer must bring and collect the child from school. • Any pupils who arrive late in the morning must go to the main office. • If pupils are not collected by 3:20pm 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 office staff. There is a TA/admin rota system for supervising pupils at the end of the school day. • Pupils and staff to enter buildings via external doors where possible. • Pupils and staff must wash their hands regularly throughout the school day. • All homework including reading will continue to be online through Google Classroom. • KS1 to continue to send RWI books home. • Pupils to keep coats and bags in classroom. • Teachers PPA session will take place in the library and the PPA room. • No more than 3 adults to be in the PPA room at any given time. 	<p>M</p>	<p>L</p>	<p>All stakeholders</p>
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<p><i>In school interactions</i></p>	<ul style="list-style-type: none"> • Rooms must be kept well ventilated throughout the day. • Staff must keep 2 metres or more distance apart from other adults in school. • Staff must wear face covering /masks in corridors and communal areas. • Resources will be assigned to each year bubble. • Any used tissues/ paper towels must be disposed of in the bins provided. • Break times and lunch times will staggered. • Cleaning of high frequency used areas e.g. door handles and work surfaces to take place throughout the day. • All playground climbing equipment are sealed off with fencing and must not be used at any time. • Playground water fountains will be out of use. • Each class will be allocated their own playground area and equipment. • PPA will take place as normal. • Where close contact is unavoidable, in the case of working with SEND pupils and administering first aid, staff to follow protective measures including the use of PPE. • Any low level behaviour incidents will be dealt by the class teacher. More serious incidents which may require a fixed term exclusion, will be dealt by a senior member of staff. • Sweets, birthday cake or party bags will not be distributed amongst pupils. • No more than 2 staff in any office at any given time. • Staff to maintain 2 metre distance from one another in classrooms, group rooms and staffroom. 	M	L	All staff members
<p><i>Teaching and Learning/ Curriculum content</i></p>	<ul style="list-style-type: none"> • A Recovery Curriculum is in place to support pupils returning to full time schooling. • Staff to plan activities for settling back into school and keeping safe, during the first few days of pupils returning to school. • PSHE lesson to take place weekly to provide pupils with a safe place to talk and discuss any worries. • A greater emphasis to be placed on outdoor learning and physical activities. • Classrooms will be arranged with forward facing tables. • Classrooms and group rooms must be kept well ventilated throughout the school day. • All intervention groups will be taught in class bubbles. • Daily collective worship to take place in class. • Singing, chanting, playing wind or brass instruments will take place following DFE guidance. • Pupils must come to school wearing their PE Kits on the allocated PE days. 	M	L	Teachers

	<i>Lunch Provision: Maintaining social distances during lunch time and increase the risk of transmission</i>	<ul style="list-style-type: none"> • School lunches for Years 1, 2, 3 and 4 will be served in classrooms. Reception, Years, 5 and 6 will have lunch in the two dinner halls, at staggered times. • Staff and pupils must adhere to social distancing measures in school during lunchtime. • Food parcels will be provided for pupils who are eligible for free school meals and who are not in school because they are self-isolating. • Staff must sit 2 metres or more from one another when having their own lunch and when using the staffroom. 	M	L	All staff members including midday Supervisors
	<i>Hygiene Levels</i>	<ul style="list-style-type: none"> • All staff are responsible for ensuring surfaces are cleaned regularly, this includes classrooms, group rooms, offices and toilets. • Cleaning equipment is available in all classrooms, group rooms and communal areas. • Pupils to be supervised when going to the toilet. • Juniper cleaners to carry out thorough cleaning before and after school. • A deep clean to be carried out of all affected rooms/areas, following a confirmed positive Covid-19 test result for staff or pupils. 	M	L	All staff members including Midday assistants and Juniper Cleaning Staff
Visitors/ Contractors/ Parents on school premises		<ul style="list-style-type: none"> • Visitors must wear face covering on school premises. • There is limit of 3 people in the main school reception area at any given time. • Visitors/contractors must not enter the premises if they are displaying symptoms of COVID-19. • Contact details must 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. • Visitors must maintain at least 2 metre distance from other adults. • Stationery or other items must not to be shared. 	M	L	All staff members
Fire Safety	<i>Risk of unsafe fire management practice due to staff shortages and changed fire exit routes</i>	<ul style="list-style-type: none"> • Fire Evacuation and Fire Drill procedures reviewed. • Staff members who are also Fire marshals will coordinate safe evacuation in case of an emergency. • Fire drills to be carried out every half term. 	M	L	HT/Health & Safety Lead Leadership Team Site Supervisor
Premises Safety	<i>Contamination of commonly used areas, including door</i>	<ul style="list-style-type: none"> • During school hours the Designated Safeguarding Lead (DSL) and/or one of the two deputy DSL's will be on site. • Health and Safety posters are displayed around the school reminding staff, pupils and parents of good hygiene practice and social distancing measures. • Sufficient supplies of soap, hand sanitisers and cleaning materials are provided for each classroom, group rooms and offices. 	M	L	Site Supervisor Juniper Cleaners

	<i>handles, IT equipment and equipment used by multiple users</i>	<ul style="list-style-type: none"> • Frequent wipe down of door handles and high usage areas must be carried out by all staff. • Juniper cleaning staff are 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). 			
First Aid		<ul style="list-style-type: none"> • Each phase has its own First Aid area. • 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 of 37.8°C or greater). • Any staff or pupils displaying symptoms of Covid-19 will be asked to wear a face mask and 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 there are more than one pupil or staff member showing symptoms they will be taken to a different ventilated area. • The room/ area will be cleaned and disinfected immediately after use. • If the pupil needs to go to the toilet whilst waiting to be collected, they must use a separate bathroom. The toilet must be cleaned and disinfected before being used by anyone else. 	M	L	All staff members
Contingency planning for further outbreaks		<ul style="list-style-type: none"> • When a class or year group needs to self-isolate, because they have been in close contact with someone who has tested positive for Covid-19, teachers will deliver lessons via Google Classroom. • Pupils who cannot access lessons on Google classroom will be provided with a home learning pack. • A chromebook can be loaned to any staff member or pupil who does not have a suitable device to work from home. • Parents will also be signposted to online lessons/activities provided by the Oak National Academy as well as the school website. • Differentiated work will be provided for SEND pupils who are self-isolating. 	M	L	Leadership Team

If there is a confirmed case of COVID-19 at the school;

1. Contact DFE/Public Health England Covid-19 helpline 0800 0468687
2. Inform the Newham Public Health Team: publichealthenquiries@newham.gov.uk
3. Contact (Education Space) Newham Local Authority: geetha.unnithan@theeducationspace.co.uk
4. Inform New Vison Trust sahmed@elmhurst.newham.sch.uk