

School Reopening Risk Assessment
Maryland Primary School

- This risk assessment has been completed in line with the DfE's guidance
- **This is a working document and will be reviewed regularly within the school**
- Upon reviewing the partial reopening procedures which were put in place from 1st June to support the vulnerable and critical worker children, these measures will now be included in the risk assessment below as they have proved effective.

Area	Risks	RAG before mitigation red/amber/ green	Measures in place to reduce the risk	RAG after mitigation red/amber /green	Responsible for control
Premises	Spread of virus through contact		<ul style="list-style-type: none"> • SLT to conduct a H&S walkabout. Any risks identified to be addressed by site supervisors. • Staff use of ID card for INVENTORY system • Specific doors to be kept open with a door stopper (so easily closed in case of a fire) - to reduce amount of unnecessary shared contact with handles. As long as not a fire door or along an evacuation route. Review the following doors: <ul style="list-style-type: none"> -staffroom internal -toilets, inner door (children's toilets) -ICT suite -SLT/HT office -quads -classrooms -support room -welfare -SMART zone • Windows to be open for ventilation • RISO (whole school shared printer) - wipes to be placed by RISO so screen can be wiped regularly - paper to be stacked on 		SLT to monitor Site supervisors All staff

			<ul style="list-style-type: none"> top of cupboard beside RISO, instead of inside, ease of access not use AC if the system goes to multiple rooms, as this is recycled air - open windows and doors instead. AC is fine for rooms where the unit feeds only that room from an external source. Electronic temperature scanning equipment introduced at the main point of entry to the school. Foot controlled hand sanitiser pump introduced at the main point of entrance. Track and trace recording introduced at the main point of entrance and the Children's Centre. 		
Extremely clinically & clinically vulnerable pupils and staff	<p>Extremely clinically vulnerable adult being more susceptible to contracting the virus</p> <p>High proportion of BME pupils and higher risk to community Proportion of Black, Asian and Ethnic Minority staff . ONS data shows more susceptible to infection.</p>		<ul style="list-style-type: none"> Extremely clinically vulnerable staff who have been advised to shield will no longer be shielding from 1st Aug according to government guidelines as the rate of transmission has dropped Despite this, individual risk assessments for those who have shielded or have been classed as extremely clinically vulnerable, need to be carried out using Newham's checklist https://newhamconnect.uk/Services/5829 Teachers working with a new set of pupils to be aware on medi-alerts for the group SLT carry out duty of care to support all employees transition back to work including signposting to professional services such as therapy is needed For staff members who live with someone who is extremely clinically vulnerable they should where possible follow social distancing guidelines at all times https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#going-to-work 		<p>SLT</p> <p>Welfare Team</p> <p>Teachers</p>

<p>Class sizes including groups around the school</p>	<p>Spread of virus due to proximity of pupils</p>		<ul style="list-style-type: none"> ● Staff should where possible keep 2m distance between themselves and others (adults and children), however in an educational setting this is not always possible - in particular staff should avoid close face to face contact and minimise time spent within 1 metre of anyone. ● Cover teachers ('loose agents' eg. PPA cover, SLT cover) are permitted to take different classes, they: <ul style="list-style-type: none"> -must enforce strict social distancing between themselves and the children -must follow the stringent hygiene precautions -must ensure computer surfaces and resources (eg. whiteboard pens, keyboards, etc) are cleaned between different users See loose agent protocol ● Bubble to be reduced to four in September: <i>Nursery bubble, Infant bubble (Yr -Year 2) LKS2 bubble and UKS2 bubble.</i> ● Plastic toys should be disinfected (sprayed or put in a bucket of disinfectant at the end of the day, then left to dry). Next day, there will be clean equipment and clean hands using them. ● Chickens - volunteers/staff assist with wellbeing of animals, no groups of children. ● Year bubbles exit separately from the hall after assembly ● Junior playground split into 4 zones for play, use designated toilets and consideration for lining up positions when re-entering the building ● Organise bubbles to reduce interaction and possible transmission: <ul style="list-style-type: none"> Y6 year group bubble Y5 year group bubble Y4 year group bubble Y3 year group bubble Y2 year group bubble Y1 year group bubble YR year group bubble Nursery bubble 		<p>SLT</p> <p>All staff to implement</p>
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Entering and exiting	Spread of virus due to numbers of adults and children congregating		<ul style="list-style-type: none"> • All school gates to be opened each day (2 on Gurney Road, 2 on Buxton Road) to prevent bottleneck of parents each morning/afternoon - no need for staggering start or finishing times • SLT presence at gates and on playground to direct parents and to maintain social distancing • Parents will be advised to wear masks on site including during drop-off and collection at the start and end of day • Where there are siblings, the parents should be advised to accompany the youngest children to their welcome points, older siblings should line up independently • Support staff to scan pupil's temperature on entry to classroom with portable hand-held scanner • Classes to open doors from 8.50am to allow more time for temperature to be taken as well as hygiene routines • Calm Zone will be separated into 2 zones to ensure mixing of class 9 and class 6 does not happen at the start and end of day 		<p>SLT</p> <p>Children's Centre staff</p>
Play times	Spread of virus		<ul style="list-style-type: none"> • Children will use the outside equipment available to them in the large bubbles. The junior playground will be divided into two and rotated between LK2 and UK2. Infant bubble will use infant playground. Nursery bubble to use EY outdoor space. • The equipment should be cleaned at the end of afternoon play time by the TA on duty. • Playground apparatus eg. roundabout - virus killed by UV light in 10 mins if bright sunshine, longer if cloudy. No need to spray equipment after each use, only if a new bubble is going to use it straight away, however if all children wash their hands after use, it will be OK. No need to wash hands before use. • Pupils to wash their hands before and after play time • The beach/sandpit in the nature garden is opened, replenished with clean sand in June, continues to be sprayed with disinfectant, covered of an evening - children to follow rules 		<p>SLT</p> <p>Teachers</p> <p>Support staff</p>

			<p>:take shoes off , before entering, keep socks on, when on the beach. Wash hands before and after & No throwing sand</p> <ul style="list-style-type: none"> • Reading seat/Research station - 2 children at any one time 		
Lunch times	Spread of virus		<ul style="list-style-type: none"> • Children will be served hot food from September with two options. Returning to 3 options Oct-April. • Precaution will be taken at the service points. Perspex to be erected at the arches (infants and junior). Salads and deserts to be served from behind the counter. • Dining table to be arranged in square shapes. Maximum tables to be set up to compensate for the envisaged delay at the service points due to the new arrangement. • Reception children to start lunch at 11.30am. • KS2 will alternate time of eating i.e LK come out first and uks come out afterwards. • DC to be stationed in the junior for the duration of lunchtime. She will take her break afterwards. • Children to wash their hands before and after eating and at the end of lunch play • Stringent handwashing regime before eating and after all outdoor activities • Wet weather plan - KS2 in classes. KS1 in the hall at lunch times. 		<p>Lunchtime managers</p> <p>Support staff</p> <p>Site Supervisors</p> <p>SLT</p> <p>Teachers</p>
Assembly	-Spread of virus Social emotional and mental issues around settling after 6 months of being off		<ul style="list-style-type: none"> • Year groups separated in assembly , space of 2m between each year group bubble • Children to be called into assembly via intercom, call one class from each corridor at a time so no congestion. Dismiss the classes in the same way • SEHM themes to be organised for assemblies to reassure the children and support them in re-engaging with school routine. 		SLT

	from school				
Fire and evacuation procedures	Staff and pupils unfamiliar with the fire and evacuation procedures.		<ul style="list-style-type: none"> • Fire and evacuation procedures to be updated. • All staff and pupils to be briefed on updated procedures. and displayed in each room • Arrange fire drill and evacuation drill so that new procedures can be practised, 2nd week of September 		SLT All staff Fire Wardens
First aid	Medi-alerts, allergy information and medicine administration in school Medicines for pupils are not in school due to length of absence		<ul style="list-style-type: none"> • Medi-alerts, allergy information and medicine administration, to return to usual routine across the school. • PPE is provided by the school - visors, gloves, aprons, sanitiser, tissues, paper towels, temperature scanner, oximeter, for use by first raiders and EYFS staff if necessary. All resources will be replenished regularly. Each room has a pedal bin with a lid for safe disposal of tissues. 		Welfare Team SLT Teachers
First aid	Pupil or staff presenting COVID 19 symptoms Main symptoms -high temperature (above 37.8)		<ul style="list-style-type: none"> • Communicate with parents and staff to ensure that all are clear on guidance to stay away if they are showing symptoms, isolate for at least 10 days. • Parents must contact the school in the first instance if the child displays symptoms or there is a confirmed case so that the school take necessary action. • If the child presents symptoms at school staff should triage the child's symptoms and recorded eg. some children who have had vaccinations naturally gain a temperature, children's circumstances need investigating • If child has any of the COVID symptoms (decided after triage), advise to take a test via a test site (drive in, walk in or mobile test site). All open 8am-8pm. Advise people to go to Walk in Centre, HILDA ROAD, EAST HAM, E6 1DD. 		All staff SLT Welfare Team Cleaners

-new, continuous cough – coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if the person usually has a cough, it may be worse than usual)

-loss/change to your sense of smell or taste

Confirmed COVID 19 case

- Families can also order a home test kit for self and up to 3 members of household and post back via Royal Mail Priority
- Siblings from affected individuals can still attend school if they are showing no symptoms and measures are in place at home for distancing until definitive Covid test result of symptomatic sibling has been established
- SLT to direct the parent that the child should stay at home for at least 10 days in order to further assess
- If test is positive, they must complete the remainder of the 10-day self-isolation.
- If test is negative and the child feels well and no longer have symptoms similar to coronavirus, they can stop self-isolating and return to school
- NHS Track and Trace protocol should be followed <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus> which includes the person being tested
- Individual to be isolated from others in the infant booster room
- Any members of staff or pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.

If you have a confirmed case of COVID-19 at your school, you need to:

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

Also contact Newham public health team or LCRC if you have other questions related to Covid-19

Inform DfE on 0800 046 8687

- School to conduct risk assessment on who has been in close contact and work with the Health Protection Team on this (close contact is face to face or skin to skin (1m), Extended close contact (1-2 for more than 15 min)
- Parents to be sent 'confirmed case letter' by SLT
- Must send home anyone in close contact of confirmed case (their phase bubble). Do need to isolate for 14 days but no need to get a test unless showing symptoms
- If completed 14 day isolation must not return until they have not have a temperature for 48 hours. Can return to school with cough/loss of taste and smell
- If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected - there may be an outbreak, and must work with the local health protection team who will be able to advise if additional action is required. See <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> for further guidance.
- NHS Track and Trace protocol should be followed <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus>
- If a staff member tests positive, follow same guidance as above - track and trace other members of staff/pupils within bubble

[Test and Trace Webinar notes](#)
11.9.20

Your UON is
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Key protocol reminders when showing symptoms or confirmed cases whilst on site:

- Individual with symptoms or confirmed case to be isolated from others in the infant booster room
- Temperatures to be taken with thermal body scanner at the front office - see [protocol for Dave](#) (portable handheld temp reader x3 for CC, nursery and welfare use)
- Deep cleaning of areas of the premises that the potentially infected person has been in contact with, using PPE
- If child needs chaperoning to or supervision within the isolation room first aider/staff to wear PPE including visors, gloves, aprons and eye protection
- always remove the mask or visor from the back of the head to avoid touching the face
- Any time there is a suspected case of Covid SLT must lead on parent communication
- Parents called to collect the child via the office (child to remain in isolation room until parent arrives)

Other measures:

- staff take responsibility for reporting their own health issues, testing and isolating and informing the headteacher of the results. Main rule is self distancing; if you have it, stay away from others.
- Ensure that there are enough trained paediatric first aiders on site each day
- First aid policy updated and all first aiders trained on this, shared with all staff
- Training for lunch time managers regarding protocol for dealing with Covid symptoms
- All staff to update the office of new emergency contact details and medical form if these are out of date
- Testing kits made available by the borough will be kept secure in the welfare room. This will be given to parents or staff that

			<ul style="list-style-type: none"> • Staff and pupils should avoid singing and shouting face-to-face as this promotes forced projection of droplets • Fruit as a morning snack will be available to Infant pupils. All children must wash their hands thoroughly before handling the fruit and eating. • Toilets to be monitored for cleanliness more frequently 		
Visitors including contractors, governors & externally employed staff	Visitors to the school unaware of social distancing guidance / increased risk of spreading the virus		<ul style="list-style-type: none"> • All visitors should book an appointment ahead of arrival, keep visitor's personal details for 21 days, then destroyed for GDPR purposes • Visitors reminded not to enter the premises if displaying symptoms of COVID 19 - use of body thermal scanner at main entrance to school • All visitors to use hand sanitiser on arrival (provided at school office entrance) and exit • All visitors to read the COVID safe protocol for visitors upon arrival • All visitors briefed on the need to stay 1-2m away from others at all times by office staff • No handshaking • Thermal body scanner to be used by visitors and externally employed staff, only enter main building if granted access • Essential contractors on site only, eg. compliance. To follow the same routine as above and work to be scheduled out of school hours where possible. Where not possible, the area of the school where the work is to take place will be restricted to staff and pupils. • Any exchange of documents or 'paperwork' that is needed should be done via email rather than physically • Where there are meetings to be held on site (eg . Governors) the following will be enforced: <ul style="list-style-type: none"> -governors to use their lanyards to sign in and out (reduce need to touch INVENTORY sign-in screen) -use of larger ventilated rooms eg. Junior Hall for governors meetings, also open windows for air circulation -cleaned equipment to be provided only if necessary (eg. 		SLT Governors Office staff Visitors/ contractors

			<p>disinfected Chromebook) - no sharing -where possible though attendees should bring their own resources eg. personal pens, laptops, etc - no sharing -forward facing set-up ie. table layout, seats spaced at least 2m apart from each other -all tables and chairs to be cleaned by cleaning team before and after the meeting -tissues, hand sanitizer, washing facilities available throughout the meeting -refreshments limited options and anti bacterial wipes available to be used in between shared use (ie. hot water urn)</p> <ul style="list-style-type: none"> SEND specialist therapists, clinician and other support agency staff will follow the school guidance on keeping safe whilst on the premises. Record of their visits will be captured on Inventory Guidance stating that face coverings and visors should be worn in close contact services will now become law (from 24 September) - applies to catering staff Screens have been erected at both kitchen hatches to enhance separation during the service of school meals 		
Staff room	Staffroom becomes crowded		<ul style="list-style-type: none"> Review configuration of furniture to allow space to access the fridge, cupboards etc. Use dishwasher for sterilising equipment, no washing by hand Water machine, hot water urn, dishwasher need frequent wiping throughout the day as high frequency touch spots - hygiene station eg. wipes to be placed close by 		<p>SLT monitor</p> <p>All staff</p>
Offices	Rooms become crowded		<ul style="list-style-type: none"> Windows open preferable to AC Stringent cleaning of all electronic equipment in offices 		<p>SLT to monitor</p>
Safeguarding including provision for SEND	Pupils with SEND needing further measures to prevent spread		<ul style="list-style-type: none"> Key policies in light of COVID 19 Eg. safeguarding, behaviour policy, SEND, have been updated. Extra precaution to be taken around particular SEND pupils with whom close proximity is unavoidable. LSAs to use PPE as they see fit or may be necessary depending on the risk assessment 		<p>SENDSCO</p>

	of virus		<p>for individual pupils (eg. those with SEND). They may also need to check the temperature of those that are prone to spitting and must be sensitive to the triggers for spitting. <i>This is usually a way of showing their discontent for instructions given.</i></p> <ul style="list-style-type: none"> • Also for those ones who 'mouthe' things around them, a daily risk assessment of objects in their vicinity must be carried out . Plastics must be sterilised. Areas around these children must be wiped down frequently. Their 'boxes of tricks' must be audited and disinfected, ready for September. These must now include wipes and other PPE equipment. 		
Staff & pupils travelling to and from school	Contracting virus due to close proximity on public transport		<ul style="list-style-type: none"> • All staff advised to walk, cycle or come via car where possible (inform of Newham's cycle scheme for purchase of a bike) • Staff who have no alternative but to travel by public transport to wear a face covering, carry a hand sanitizer and wash hands before and after travel. They must dispose of their PEE items on arrival in the nearest bin. • If using public transport, avoid busy interchanges by taking the most direct route. Plan ahead and allow more time for your journey • All staff and pupils wash hands with hot water and soap for 20 seconds upon arrival. • Parents advised in reopening communication to walk,cycle or come via car where possible 		All staff
Toilets	Toilets becoming overcrowded		<ul style="list-style-type: none"> • Pupils to be allowed to use the toilets at all times of the day to avoid overcrowding at particular times • Avoid crunch points before and after lunch by allowing pupils to hand wash at classroom sinks as well as the toilet. • Soap stations to be placed in y5&6 toilets, to allow more chn to wash hands. (Whilst maintaining distance) • Avoid queuing for the hand-drier. Paper towels & bin made available. • Welfare team to conduct hygiene checks throughout the day • Handwashing routines to be supervised by the TA to ensure that pupils are spaced out 		Support staff Teachers SLT

Water	Spreading virus		<ul style="list-style-type: none"> • Water fountains to be cordoned off • All parents asked to provide a water bottle where possible • Named cups to be used for any children who do not bring a water bottle. Cups must not be stacked. Water bottles can be provided by the kitchen if needed, sterilised in kitchen dishwasher. 		<p>Site Supervisors</p> <p>Support staff</p> <p>SLT</p>
Staffing	<p>Staff shortages due to sickness absence / need to quarantine</p> <p>HR FAQs - Education Space 1.9.20</p>		<ul style="list-style-type: none"> • All teaching staff, including SLT, to cover classes as and when needed - ensure adult remains distanced 2M where possible (1m as a minimum and avoid lengthy face-to-face conversations) • If necessary, parents to be informed that pupils cannot attend • Requirement for people returning from some countries to quarantine for 14 days on their return. The latest guidance on quarantine can be accessed at https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk • Staff must inform SLT before confirming travel arrangements so the school can plan ahead, leave required for quarantine upon return from a holiday will be unpaid. Any travel plans during the summer holidays must not impact on staff being available to work on Sept 1st (start of autumn term) as stated in the latest government guidance. • School contingency plan for kitchen closure - meals also see Juniper contingency plans - staffing 		SLT
Staffing	High proportion of BAME staff and higher risk of infection within some communities		<ul style="list-style-type: none"> • Audit health conditions of staff when planning staffing • 61% of Maryland staff BAME. Triage tool used by leaders to assess risk and allocation to appropriate placement/location/zone for relevant staff and minimise risk. • Where rotas of staff are used, BAME staff are placed towards the end of any period, to minimise risk. 		SLT

Curriculum	Risk of spread of virus through sharing of resources		<ul style="list-style-type: none"> ● Pupils to have their own stationary set ● Activities limited to those that children can do individually rather than in pairs or groups. Any equipment used, must be cleaned after use. ● Play equipment and sports equipment cleaned after use ● Pupils to complete computer based learning where possible and Chromebooks to be disinfected after use ● Library books can go home. These must be returned into a box in the classroom and 'quarantined' for 48 hours before being taken back to the library. ● Resources that are shared between classes, such as sports, art and science equipment should be cleaned frequently and always between bubbles to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics). 		Teaching staff Support staff SLT monitor
Wellbeing	Risk of mental health impact		<ul style="list-style-type: none"> ● Ensure staff are made aware of counselling services that are available ● Wellbeing board in staffroom to be updated 		SLT
Behaviour	Pupils not following new rules on movement around the school and social distancing		<ul style="list-style-type: none"> ● Review of behaviour policy ● All pupils taught rules about personal spacing, hygiene and movement around the school straight away on the first day upon return 		SLT
Communication strategy for staff and pupils	Staff and pupils may become anxious if there is lack of clarity, could impact		<ul style="list-style-type: none"> ● Communicate information relevant to pupils and their families ahead of 1st Sept. Via ParentMail, website - consider video message to children and families communicating changes. ● Staff meetings in the hall after June 1st, applying social distancing rules ● Regular assemblies with children in the hall, applying social 		SLT

	negatively on wellbeing		<p>distancing rules</p> <ul style="list-style-type: none"> Designated person/s to lead on communications with various stakeholders 		
Governance	Governing Board unable to carry out duties		<ul style="list-style-type: none"> Continue to refer to Business Continuity plan in case of second emergency closure. Sub-committee meetings will be merged into the full board planned for July 15th. Personnel sub will take place on July 15th. Meetings to take place on site as usual from October 2020 onwards (ensure measures for social distancing are in place) 		<p>SLT</p> <p>Governors</p>
Before and after school provision	Increased opportunity for transmission of the virus		<ul style="list-style-type: none"> King Coaching to run holiday provision including for targeted families to support transition back to school in September - provider to adapt and implement the school's risk assessment. To include no trips/educational visits during summer period & parents dropping at the door not entering the building. Wright Education to restart extended day provision from Sept 2nd. Provider to adapt and implement the school's risk assessment. Cleaners regime to be adjusted (time and frequency) in CC building to ensure hygiene is maintained Scheduled use of the CC kitchen facilities. No parents allowed into centre WE to clean areas and resources used (using Maryland cleaning products) and put away resources after morning session before CC and main school use rooms, by 8.50am WE staff to enter through front office to sign in, be scanned by body temp scanner, use hand sanitizer Cleaners will clean the CC from 5.30pm-6.15pm each day after WE afternoon use Pupils to be collected from class via external classroom doors Maryland pupils to attend only initially - keep numbers lower to ensure appropriate social distancing 		<p>OHSL lead</p>

Competence	Lack of capacity to implement health and safety actions by all departments		<ul style="list-style-type: none"> • Increased communication opportunities so all staff know the risks and understand how to manage them. • Key responsible people are identified and there are clearly established roles and responsibilities. • Utilise skills and knowledge of staff • Training/updates takes place frequently • Lessons learned and good practice are shared internally and externally - daily review of risk assessment and meetings with departments to further improve and achieve highest standards 		SLT Governors
Year R & NSY admissions (event)	Risk of visitors transmitting the virus		<ul style="list-style-type: none"> • Parent meetings to be conducted outside/ hall. • Entrance and exit through Buxton road gates • Appointment system to be used. Times spaced out. • Paperwork to be completed prior to appointment • Two meters distancing to be adhered to. (table to be double to facilitate this • Mask optional but available. • Visit to the classroom to be limited to one child at a time. • Option for virtual meeting but physical meeting to take place in September. 		EYFS lead
Transition - settling in period in nursery			<ul style="list-style-type: none"> • Face coverings to be worn by parents and staff during settling in period as close interaction indoors for first few days • Once children are settled, parents to drop children at the door - 		

			no face coverings required		
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Signature of person(s) responsible for health and safety



Darren Lock
COVID champion
Deputy Headteacher