

Covid-19 Full School Reopening (March 8th) Risk Assessment – Garton on the Wolds CE Primary School

All schools will reopen on Monday 8th March, following the national school closure due to the COVID-19 pandemic that was announced on Tuesday 5th January 2021. Schools were closed apart for children whose parents are critical workers and for children who are vulnerable.

Coronavirus can survive on rough surfaces such as skin, carpet, hair and clothes. It can survive on smooth surfaces, such as laminated book covers, paper, tables and metal.

As an organism, it has a fatty membrane and is fairly fragile. As such, detergent + warm water + mechanical removal (wiping and washing it down the sink) is the most effective way to get rid of it.

We can also take measures to lower the viral load in a classroom to reduce the risk of the virus landing and being picked up; or breathed in from respiratory droplets.

Hand-washing, social-distancing and PPE can slow the rate of transmission. The virus symptoms manifest in a variety of guises, but it can be shed prior to those symptoms appearing. Although, the greatest shed appears to be during the peak of being symptomatic. Some people are asymptomatic.

Speaking face to face with someone for around 15 minutes puts you at a higher risk of becoming infected.

The overall risk to the adults is greater, especially those with underlying health conditions, which is why a risk assessment and a carefully thought out strategy has to be in place.

This risk assessment details how Garton on the Wolds CE Primary School, using Government and Local guidance, will mitigate the risks of the spread of COVID-19 through our community.

Please read it carefully and completely and take any necessary actions. Please note that this is a working document and may be updated at any time during the Spring/Summer Term. **Any updates will be added in blue text.**

Hazard	Who is at risk?	Level of risk before?	Control Measures	Level of risk after?	Actions (Highlighted Green if Completed)
A child presenting with symptoms	ALL	High	• PPE should be put on before treating the child. • They should be isolated 2 metres away from anyone else in the classroom area. • Their parents should be contacted and advised to collect their child as soon as possible and also advised to self-isolate for 10 days as a family (the child for 10 days). • Children to be taken outside and the affected area will be cleaned. • The family will be encouraged to test. If the child tests positive, their class group should be informed and told to self-isolate for 10 days. There is no need to close unless recommended by the Local Authority/PHE. • Staff or pupils who have been in close contact with someone with symptoms, away from school and their household, do not need to self-isolate unless they develop symptoms themselves or are contacted through Track and Trace. • A self-isolating child/staff member (who are suspected of having COVID-19) may only return to school if they have confirmed, through testing, that they do not have COVID-19. • Individuals must continue to self-isolate if they have symptoms, even if a negative test was received. • Hygiene reminders to be circulated. • Affected areas will be decontaminated. • Cleaning staff are trained in how to correctly use PPE. • When cleaning an infected area, goggles, mask, gloves, apron and face shield should be donned in the correct	Mid	Ensure PPE is in school Communicate procedures with staff.

			manner. • All surfaces should be sprayed with disinfectant and wiped over using a disposable J-Cloth. • Attention should be paid to touch points such as door handles and light switches. • Staff should dispose of gloves, aprons and masks in two bin bags, double bagged.		
Suspected or confirmed case in a family.	ALL	High	• The family will be encouraged to test. If the child tests positive, their class group should be informed and advised to self-isolate for 10 days. There is no need to close unless the Local Authority/PHE recommend this. • If a family member/member of the household (other than the child) tests positive for the virus, then their child/ren would need to self-isolate for 10 days. Children/staff in the class bubble would not need to self-isolate as they would be classed as 'secondary' contacts. • All children and adults in the affected 'bubble' will be advised to self-isolate for 10 days. • Hygiene reminders to be circulated. • Affected areas will be decontaminated.	Mid	Communicate to parents
Minimise contact with people who are unwell	ALL	Mid	• All members of the community will be reminded to self-isolate if they or anyone they live with has symptoms. • Those with symptoms will be advised to take a test to confirm CV19. • If a family member, in the child's household, has a colleague at work test positive they will not have to self-isolate unless they develop symptoms or are contacted through Test and Trace. Their child can come to school as normal as the child would be a secondary contact; if the family member develops symptoms the child would then need to self-isolate. If a family member is having a test, but has no symptoms (for example if they have routine tests in a role as a carer) then their child can attend school as normal.	Mid	Communicate in letter or on a case by case basis

Staff who are clinically extremely vulnerable: had organ transplant; having chemotherapy or other antibody treatment; intense radiotherapy; having targeted cancer treatments; have blood/bone marrow cancer; been told by a doctor they have cystic fibrosis, severe asthma or severe COPD; have a condition that means they are high risk of infection.	Clinically Extremely Vulnerable	High	• CEV staff are currently required to shield and will instead work from home. • Regular communication to be carried out with these members of staff. • Staff who are living with someone who is CEV can attend school as normal. These staff should follow the control measures outlined in this risk assessment.	Mid	Risk Assessments completed before the children start back at school.
Staff who are clinically vulnerable: pregnancy, asthma, diabetes, kidney disease or other medical condition that has been proven to worsen the effects of CV19	Clinically Vulnerable	High	• Individual Health Assessment for High Risk Employees to be completed/reviewed for relevant staff who are clinically vulnerable or living with someone who is clinically extremely vulnerable. • CV staff are able to attend school. These staff should follow the control measures outlined in this risk assessment. • Staff should ideally maintain 2 metres distance from others and where this is not possible avoid close face to face contact and minimise the time spent within 1 metre of others. • Support measures to be implemented where required. • Regular communication to be carried out with these members of staff. • Staff are advised to remain 'above' the children to avoid respiratory droplets when the children speak. • Surfaces must be routinely wiped with soapy water. • Hands must be routinely washed, including wrists. • The face must not be touched.	Low	Risk Assessments completed before the children start back at school.

			• All staff to be provided with correct use of PPE poster. • Staff who wish to wear additional PPE are welcome to do so. • Staff should wear masks when walking around school corridors and in BSC/ASC. • Gloves are not encouraged, as they can create a false sense of security and the virus can thrive on the latex surface. Best practice is hand-washing at regular intervals: especially before eating.		
Staff welfare	Staff	Mid	• The staffroom will be open; however, it will follow a one in one out system – maximum of two members in at any one time. • The new library/intervention area will be set up for staff to sit in to have their dinner if they wish. • Staff will bring in their own mug. • Staff can move across class bubbles; however, they must, where possible, ensure they continue to keep a 2 metre distance • Staff will take comfort breaks as needed, covered by the other adult in their class bubble. • Planning, Preparation and Assessment time to run as normal.	Low	Ensure all staff have plans communicated to them. PPA time planned in.
To manage anxiety of staff members through communication of expectations, process and procedures for day to day operation.	Staff	Mid	• Staff Meetings will take place via Microsoft Teams. • Phone/E-mail communication open so staff can express concerns. • Weekly updates, via e-mail, will be sent out by the Executive Headteacher. • Access to Employee Assistant Programme – details provided to all staff via poster.	Mid	Arrange staff meetings. Provide a new copy of the EAP poster.
Teacher shortage due to illness	Staff	Mid	• HLTAs to be asked to lead bubbles where necessary.	Low	Address if cases arise.
Support staff shortage due to illness, shielding or home-schooling.	Staff	Mid	• Additional support to be sought through supply agencies if required. • Support staff reorganised to ensure priority	Low	Address if cases arise. As of October 2020 one instance where

			pupils/classes have adequate support.		supply was required.
Hygiene					
Regular hand sanitisation	ALL	Mid	- Everyone will be asked to sanitise on entry and at regular intervals throughout the day. - Sinks in every classroom will be stocked with soap and paper towels. - Where sinks are not available hand sanitiser will be available instead. - Hand driers to be decommissioned to avoid blowing the virus around the room. - Toilet windows to be opened. - Where it is safe to do so, doors will be left open.	Low	Ensure enough soap is in school.
Good respiratory hygiene	ALL	High	- Everyone will be reminded of the 'catch it, kill it, bin it' campaign and tissues will be available throughout school. - Sneezing and coughing should be encouraged into the elbow. - If children / staff sneeze or cough, hands should, be washed and areas cleaned. - Lidded bins to be provided in each classroom - Waste will be double bagged, including the PPE used to empty bins. Goggles will be washed in soapy water. - Where appropriate and safe, windows will be open to allow natural air in.	Mid	Signs in place Ensure enough tissues in school
Cleaning of key areas before the full opening to avoid residual contamination that may exist.	ALL	Mid	- The school caretaker/cleaner has been allocated hours throughout the summer holidays and will undertake a thorough clean of each room. - Two school cleaners will continue to clean the school daily (Mon-Fri)	Low	Daily cleaning to continue. A Deep Clean will take place during the Easter holidays.
Regular cleaning of surfaces - to eliminate any immediate contamination from staff or pupils who are unknowingly infectious	ALL	Mid	- Staff to be responsible for the cleaning of their class bubble throughout the day. - The areas in use will be cleaned every evening, paying close attention to surfaces such as door handles, desks and chairs. - Surfaces will be regularly (at least every 2 hours) wiped	Low	Liaise with staff within bubbles.

			throughout the day. • The Office will be wiped down at the end of each shift. • Touch points to wiped down every hour.		
Ensure that there is no risk that a surface will be forgotten	ALL	High	• Follow government guidelines as required. • Checklist of cleaning has been created and is used to ensure that all frequently used objects and items are cleaned to include: ○ Door handles ○ Window latches ○ table tops ○ Toys ○ Teaching equipment/resources ○ Light switches ○ Books ○ Toilets - especially taps • Use of disposable cloths • Additional cleaning capacity in place through use of teaching and support staff	Mid	Liaise with staff within class bubbles
Risk of virus surviving in faeces for up to 30 days.	ALL	High	• Children, where possible, should be able to manage their own toileting. • Hand washing must be checked and strictly enforced, particularly amongst younger children. • Full PPE must be worn if a child has an accident and the toilet area cleaned with designated cleaning solutions. • Any unflushed stools should be dealt with asap. • Any smearing or faecal debris must be dealt with urgently, beginning with the immediate closure of the toilets	Mid	Cleaning of toilets each evening. Regular toilet checks throughout the day
Reducing cross contamination through use of resources	ALL	High	• Resources will be wiped with soapy water after each activity. • Where necessary, resources can be shared in a bubble by different children, however these resources will need to be cleaned regularly. • Children to be provided with their own pencil apart from in EYFS. • Resources, such as art, sports and science equipment, can be shared across class bubbles, however these resources	Mid	Liaise with all staff

			must be cleaned meticulously and frequently prior to moving across bubbles. If items cannot be cleaned between bubbles then they will need to be 'quarantined' for a period of 48 hours (72 for plastics). • There should be separate cleaning products for each bubble. • To be effective, disinfectant needs to be used on a clean surface and needs to be allowed to dry and not wiped dry. Even if a dual product is used, if an item is visibly dirty, it should be cleaned first. • If non-disposable micro cloths are used they must be washed at 60 degrees after use.		
Reducing viral load in classrooms	ALL	High	• Wherever possible and safe to do so, windows and doors should be open to allow for fresh air to circulate. Doors must be closed in the event of a fire alarm. • A fire drill will be carried out shortly after the reopening. • Where safe to do so, doors will be open to avoid using handles	Mid	Liaise with all staff
Potential cross-contamination					
Mitigation of cross contamination from home	ALL	Mid	• School will limit the amount of equipment children can bring in from home – no toys or pencil cases. • School to provide pencils/rulers for individual children – these should not be shared apart from EYFS. • School uniform will be worn by children. • Those children with inhalers should have these in their new class bubbles. • Teachers should, where possible, mark books in school, however children's books can be taken home. • Children will keep their book in their bag/tray. Reading books can go between home and school but will need to be stored for 48 hours before being placed back in the book boxes. • School post box installed so parents can drop off slips/money that can then be quarantined. • Parent Pay to be used for parents to pay online for school	Low	Communicate to parents

			dinners.		
Mitigation of cross contamination within school	ALL	High	- Children will be organised in class bubbles. Due to smaller numbers in Year 6, Year 5 and 6 will be classed as one bubble if required. - Each class bubble will be in their normal classroom and will have sets of resources that will only be shared within their bubble i.e. maths equipment. - When resources are shared across class bubbles (art/PE/science equipment) these resources must be cleaned meticulously and frequently prior to moving across bubbles. If items cannot be cleaned between bubbles then they will need to be 'quarantined' for a period of 48 hours (72 for plastics). - Children from different class bubbles will not be allowed to mix, apart from Year 5/6 if required, in order to prevent cross-contamination as well as allowing us to locate and control decontamination in the event of an outbreak. - Paper registers completed and brought back to the allocated shelves in the staff room, by a member of staff from each bubble. - Photocopier – wipes to be available to be used after each use. - Collecting resources from the staffroom/other areas of school – sanitise your hands before entering and aim to do this the night before the resources are required. - Laptops/IPADS can be used - as long as they are thoroughly wiped after use	Mid	Share RA and plans with all staff. Wipes for photocopier and other IT equipment.
Risk of cross infection between bubbles: toilets	Chn	Mid	- Toilets can be shared by different bubbles, however the school, where possible, will keep this to a minimum. - Class 5 to use the toilet near their classroom. - Class 3 and 4 to share the toilets in the main school corridor. - Class 2 to use the toilets in their mobile classroom. - Reception to use toilets in the Reception mobile. - Each class bubble team will be responsible for wiping over	Low	Cleaning products to be in situ in each zone – out of reach of children, preferably in a locked cupboard.

			the toilet as part of their cleaning regime (door handles and taps). The caretaker will clean the toilets at the end of each day.		
Mitigation of cross contamination through resources	All	Mid	- There will be no sand and water play. - There will be no soft toys and a reduction in soft furnishings. - Children will not bring in their own resources apart from reading books, bags/packed lunches and water bottles. Children may bring instruments if they are booked in for music tuition. - Resources will be cleaned at the end of each day. - Resources, where possible, will be kept within set groups of children.		
Social Distancing					
Social distancing in class	ALL	Mid	- There will be no large gatherings in school, such as collective worship or assemblies – these will take place in class bubbles via Microsoft Teams. - In classrooms, the children will be spaced out as far as we can manage, however guidance states that children are not required to distance. - Class bubbles will vary in size. - Where possible learning will be done outdoors, as research has shown that the saturation of fresh air makes transmission more challenging. - Warm clothes will be required if it is cold. - Lunchtime will be at the usual time, but the children will eat in their classrooms. Class 2 will eat in the School Hall.	Low	School to be divided into zones for each bubble to use.
Playtimes	ALL	Mid	- Reception to use part of the field and their outdoor area. - Other year groups have been allocated a designated part of the field – one area per class bubble. Break times have been staggered. If the school field is in a bad condition due to the weather, only the Adventure Playground and School Playground will be in used; a timetable will be produced if this is the case.	Low	Inform staff and children

			- Children can now use the climbing equipment; however, this is limited to one bubble a week. - Children will wash their hands before play and on returning to the classroom. - Any toys used outside should be washable (with warm soapy water) and washed at the end of each day. - Children can share play equipment within their class bubble. - Children's breathing rates should be returned to normal before re-entering the building.		
Drop off and pick up: RECEPTION (Class 1)	Rec	Mid	9.05am – 3:05pm Foundation Stage - Staff will wait on the playground and children will be collected as they are dropped off by parents at the school gate. - When entering the classroom, all children will need to wash their hands. - All families will be encouraged to social distance and we will encourage only one family member to bring the child to school. - At the end of the day, parents will wait on the playground/outside the school gate and children will be directed over to them.	Low	Communicate to parents. Signage on display encouraging social distancing.
Drop off / pick up (Class 2, 3, 4 and 5)	Y1 – Y6	Mid	- Class 2 - 9:00am - 3:15pm - Class 3 – 8:50am – 3:25pm - Class 4 – 8:55am – 3:30pm - Class 5 – 8:45am – 3:20pm - Staggered start and finish times have been implemented in line with Government guidance. - Cloakroom areas should be less congested due to the staggered start/finish times. - Staff will wait on the playground and children will be collected as they are dropped off by parents at the school gate. - When entering the classroom, all children will need to wash their hands.	Low	As above

			- Siblings will be allowed to enter school at the earlier drop off point. - All families will be encouraged to social distance and we will encourage only one family member to bring the child to school. - At the end of the day, parents will wait on the playground/outside the school gate and children will be directed over to them.		
Children attending Breakfast Club/After School Club	All Years/Staff	High	- The Hall will be wiped down after Breakfast Club and After School Club. - Children attending the club will be kept at tables with children who are in the same class bubble. - Each table will have its own set of resources – these resources will be wiped down at the end of the club. - Parents will not enter the school site to drop off/collect their children and instead will wait at the main gate for a member of staff to collect/bring their child to them.	Mid	Communicate to BC and ASC staff
Staff entering the building in the morning	Staff	Mid	- In the morning, staff will be encouraged to go straight to their class bubbles and only enter the main school when required i.e. use of staff room, toilet, photocopier. - The Office is closed to parents/pupils and staff (unless in an emergency).	Low	Communicate to all staff.
Manning the offices	Staff	Mid	- A maximum of 3 members of staff should be in the Office each day. - The Office will be manned by Lyn and Rachel. - The Office will be setup to promote social distancing between Office staff. - The Office staff will be their own bubble with the Mr Baxter. - The Office will be closed to parents/children – contact can be made via phone/e-mail.	Low	Communicate office arrangements to parents and staff. Cleaning products for the office areas to remain in the office.
Contractors, Peripatetic and other visitors to the school	Visitors	High	- All meetings during the Spring/Summer Term should be conducted virtually wherever possible. - Any visitors should be made aware of the restrictions within school. Visitors will only be permitted into school if	Mid	Communicate with visitors – Office.

			a prior appointment has been arranged. • Visitors accessing the site must read and sign the school Visiting Agreement – contact details will be taken for Track and Trace purposes. • Visitor Agreement Contact Details destroyed after two weeks. • Any visitor who does not sign the Visiting Agreement will not be permitted access to the school. • Contractors who work outside should alert the office that they are present and then get on with the task in hand. • Contractors who need access to the building will observe strict 2m social distancing and will work alone. They should wash their hands on entry. Their workspace will be decontaminated afterwards. • Peripatetic music lessons will recommence, however distancing will be applied.		
Pupil Welfare and Behaviour					
Absence policy and registers.	Parents	Low	• Registers to be completed as normal and a member of support staff will drop this in the relevant slot. • Parents will be reminded that school attendance is now statutory. • Absence calls to be carried out as normal.	Low	Communicate with parents.
Process for collecting a child due to illness or an existing appointment during the school day is established and shared	Parents	Low	• If a child is unwell, they will be isolated within their classrooms, at a two metre distance from anyone else. • Parents will collect from the school gate and will not be able to come into school.	Low	Communicate with parents.
Safeguarding pupils in school.	DSLs	Mid	• All staff have been provided with a new version of Keeping Children Safe in Education 2020 and the school 2020/21 Safeguarding Policy has been updated and given to staff/published on the school website. • New safeguarding policy received September 2020 and approved at Governors October 2020. • Identify actions required to ensure sufficiency in meeting	Low	Communicate with all staff.

			increased demand for support where pupils are: ○ At risk of exclusion ○ In need of early help ○ Have additional needs such as behaviour, sensory impairment etc. ○ Exhibiting mental health and well-being issues ○ In need of bereavement counselling ○ Meeting the social care threshold. Action plans to be put in place where necessary.		
Safeguarding pupils not in school.	ALL	Low	• Make check in phone calls home to any children who are self-isolating or are continuing to shield on medical grounds.	Low	Communicate with all staff.
A child requires first aid where a member of staff must be much closer than 2m.	STAFF & CHILDREN	High	• Each class bubble to allocate a member of their team as the designated first aider. • Every classroom has received a first aid kit. Additional first aid items are stored within the cupboards in the old library (next to the staffroom). • Mask, gloves and aprons have been provided to each bubble to be used if close contact first aid needs to be administered. • If the first aid is of a serious nature, then a member of SLT needs to be notified immediately. • Every first aid kit contains CPR face shields in case rescue breaths need to be administered. In addition to this, there are two one-way valve masks situated in the main school and the double mobile classroom. • If required, the first aider is permitted to use: • Mask • Gloves • Apron • Face Shield • If possible the first aider will wash and sanitise their hands before dealing with the child. • Hands will be washed and sanitised after giving first aid. • Any equipment used will be placed in a yellow bag and disposed of in the sanitary bins in the staff toilets.	Medium	Communicate with all staff.

			- Each bubble is required to complete the relevant accident reporting forms/book. - The Office should be informed if a child has received a bump to the head to ensure parents are notified.		
Behaviour policy adaptation in light of social distancing.	Children/parents	Low	- Team Teach must be avoided at all costs: if there is a child in crisis, they should be observed from a distance and their parents called to come and collect. - If there is no other way to manage the situation and the child or others are at risk and therefore TT must be used, full PPE (gloves, mask, visor, apron) must be donned first. - Children who refuse to engage or follow the rules will be asked to leave – their parents will be called to take them home. - If children are disrespectful, intentionally coughing or spitting at others (even as a 'joke') they will be sent home and the area disinfected.	Low	Behaviour policy addendum created.
Emotional support for those struggling with (separation) anxiety or with adapting to the return/new regimes/feel of the school.	All staff	High	- The first few days of the reopening will focus on settling the children in, especially for children who have not attended school since December 2020, and nurturing their emotional wellbeing. - ELSA activities to be used where required. - If a child is very distressed on arrival, it may be necessary for them to return home, as we cannot physically comfort them in the same way as before.	Mid	Communicate with staff.
Children affected by bereavement, not being able to cope with the additional trauma of the change to school.	Staff Children Parents	High	- ELSA sessions can run as normal; however appropriate distance will need to be kept between staff/child. - HT will be on hand with resources and phone calls to support families. - If a child is distressed in school, they will be comforted in the short term and sent home	Mid	Calls to be made to affected families.
To share information detailing processes and procedures for day to day operation to reassure parents of	HT	Low	- Parent letter written by the Headteacher, outlining the reopening procedures, has been shared with parents. - Updates will be sent home to parents regularly by text/letter – as and when required. Bi-weekly newsletters used to update parents.	Low	First return information letter has been sent.

mitigation			- Details provided of safeguarding measures in place to mitigate risk of infection. - Clear expectations for parents have/will been shared to relevant year groups prior to return.		
Getting the Site Ready					
Recommission all systems	Caretaker/Catering staff	Low	- Check oil levels - Check the boiler - Check water supply including hot water in classrooms, temperature tests and flush through all taps and loos - Check electrics including emergency lighting - Check catering equipment - Check fridges - Make sure all bins are empty	Low	Communicate with Rosie/Ann/Debbie.
Fire Safety	Caretaker	Low	- Check fire alarm system - Check all fire doors - Check extinguishers - Check asbestos through school	Low	Communicate with Rosie.
Evacuation	ALL	Low	- Each bubble will evacuate into fresh air through their nearest fire door and make their way (in spaced lines) to the playground. - The Office will bring relevant evacuation documents as they leave the building. - We will assemble on the field. - New panic alarm system installed.	Low	Communicate to all staff.