



## Risk Assessment for re-opening for all pupils

September 2020

*Initially shared with:*

- *Governors: Tuesday 25<sup>th</sup> August 2020*
- *SLT: Monday 24<sup>th</sup> August 2020*
- *Staff: Tuesday 1<sup>st</sup> September 2020*

*Thereafter shared on an on-going basis*

*This version updated: Monday 9<sup>th</sup> November 2020*

*Next review by full Governing Board: Wednesday 16<sup>th</sup> December 2020*

A risk assessment is a systematic process of identifying, evaluating and managing risks that could prevent services (including schools) from achieving their objectives.

This risk assessment will be reviewed on a daily, then a weekly basis and updated in response to changing school, local and national circumstances; the effectiveness of mitigating control measures will be regularly reviewed.

This document should be reviewed in line with the following school policies:

- Health and Safety
- Child Protection and Safeguarding
- Positive Behaviour Policy
- Staff Code of Conduct including confidentiality
- First Aid and Supporting Pupils with Medical Conditions
- Assessment
- Data Protection

This tool does not supersede any legal obligations relating to health and safety, employment or equalities and it is important that you continue to comply with your existing obligations, including those relating to individuals with protected characteristics.

This risk assessment was written with a degree of collaboration with other Head Teachers in Newham. It takes into account current thinking around the spread of Coronavirus COVID-19, although scientific knowledge of the virus, including how it is spread, is still not yet fully developed. In writing this, the Senior Leadership Team cross referenced with checklist documents from our health and safety service provider, the local authority, the unions of teaching staff, support staff and Head Teachers. We have also taken into account the efficacy of measures previously put in place when the school was open for a smaller number of pupils in the summer term 2020. **It represents our best estimate of**

**the measures we can put in place and the efficacy of these measures.** It will be reviewed regularly to ensure that the control measures are workable in real time and updated as and when new guidance is provided by the relevant authorities.

Newham Context: Newham has been badly affected by the COVID-19 outbreak, with some of the highest mortality levels in the UK. BAME communities have suffered a higher death toll than white residents. Newham is one of the most over-crowded parts of the UK. The borough consistently ranks as the most over-crowded borough in London, with a quarter of the population living in over-crowded households according to the 2011 national census. This is substantially higher than the average levels of overcrowded households in London and England as a whole. This is likely to have enabled the virus to spread more rapidly in the borough and affect individuals at high risk, preventing them from shielding effectively. BAME groups may also be overrepresented in the most exposed frontline roles in care, health and transport.

A staff questionnaire conducted in the summer term 2020 asked existing staff to identify areas which they had concerns about. In reaching the decision about whether it is safe for our school to re-open to all pupils, Governors and the Senior Leadership Team have identified potential risks and mitigating actions which the school can take in order to attempt to reduce each risk. We have then re-assessed each risk in order to evaluate the level it then poses. We will be conducting a children’s questionnaire early in the autumn term.

For the purposes of this risk assessment, we have assumed that all risks apply to staff and children equally. This means that mitigation against risks is applied consistently across the school. We have decided, in each case, whether the risk can be eliminated, avoided or protected against and the degree to which we can accept the potential harm.

To support the Senior Leadership Team and Governing Board with this process we have used the following matrix as our guide to assessing risk:

	Remote	Unlikely	Likely	Very Likely
Major	4	8	12	16
Serious	3	6	9	12
Significant	2	4	6	8
Minor	1	2	3	4

**Impact:**

This is the potential impact of the risk on the organisation should it materialise. A scale between 1 and 4 is used to rate the impact.

**Likelihood:**

This is the probability of the risk occurring. The likelihood of the risk is rated using a scale of between 1 and 4.

**Risk Rating:**

The current risk rating is worked out by multiplying the impact and likelihood ratings of the risk. This rating is then used to prioritise the risk.

**High Level Risks** are risks are coded **RED**. These risks should be prioritised and managed first.

**Medium Level Risks** are risks are coded **AMBER**. These risks need 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** are coded **GREEN**. These risks require limited action but they need to be reviewed regularly to ensure they are not posing any threats.

Issue/risk area	Identified risks	Overall assessment of risk BEFORE mitigation	Mitigating actions (Including who will be responsible)	Overall assessment of risk AFTER mitigation
	Risk of inadequate preparations for re-opening leads to risks	Red	<b>SLT</b> - Thorough Risk Assessment undertaken by SLT, shared with H and S staff member, governors, staff	Amber
<b>SITE</b>	Risk that building is not thoroughly cleaned prior to re-opening	Red	<b>SB</b> - Discuss cleaning protocol with Juniper Juniper to thoroughly clean entire building in advance of re-opening prior to opening (double-strength solution) Juniper to provide a report outlining the cleaning which has taken place.	Amber
	Risk that building is not thoroughly cleaned each day	Red	<b>SB</b> - Enhanced cleaning schedule Juniper to thoroughly clean school each evening and morning prior to opening (double-strength solution) Juniper to provide a report outlining daily cleaning. During school day, cleaner to clean high-contact areas such as door handles, light switches, banisters, corridor sink taps, toilet door locks, staffroom etc every hour as well as empty bins and complete a signed checklist with times Cleaner to clean toilets frequently (x2 during the day) in addition to after school	Amber
	Risk that some-one presenting with symptoms attempts to enter/enters/is on the school site	Red	SLT <ul style="list-style-type: none"> <li>• Display signs on entry to school site reminding the community of COVID 19 symptoms and advising not to enter if displaying any symptoms, or if living with someone who is displaying symptoms.</li> <li>• Parents/carers requested to wear a face mask when on the school site dropping off/collecting children etc (unless exempt).</li> <li>• No parents/carers inside building</li> <li>• Only essential contractors/visitors on site; particularly during school day. These visitors will be asked to wear a face mask (unless exempt).</li> </ul>	Amber

			<ul style="list-style-type: none"> <li>• Temperature-check anyone who presents as unwell</li> <li>• Information shared prior to school re-opening through email and website, including this Risk Assessment.</li> <li>• Any pupil or staff displaying symptoms to be referred for testing and provided with guidance.</li> <li>• Staff to be made aware of local plans for testing</li> <li>• If symptoms develop whilst on site - move to pastoral isolation room, wearing a face mask en route and whilst in pastoral isolation room. If supervision is required provide PPE. Child or staff member to be sent home without delay. All areas where person has been to be thoroughly cleaned by Juniper staff or Welfare Assistant in PPE. Advice sought from relevant authorities (DfE, Newham Public Health, NPW) re next steps.</li> <li>• If a child or adult tests positive - advice to be sought immediately from relevant authorities (DfE, Newham Public Health, London Coronavirus Research Cell, NPW) re next steps.</li> <li>• If a child or adult who has tested positive has been on site during the contagious stage, all areas where they have been to be deep cleaned by a trained deep-cleaning team from Juniper.</li> </ul>	
	<p>Risk that catering arrangements do not allow for social distancing to be maintained and that shared resources and surfaces pose higher infection risk.</p>	<p>Red</p>	<p><b>SLT</b></p> <ul style="list-style-type: none"> <li>• Year group 'bubble' to eat in the lunch hall at the same time; at a different time from other year group bubbles. All surfaces to be cleaned before next bubble uses the dining hall.</li> <li>• In Y3 and Y4 three classes to eat in the lunch hall at the same time – each class bubble to sit in a separate part of the hall. One class to eat in their classroom each day to ensure lunchtime does not over run and allow for integrity of class and year group bubbles.</li> <li>• Dining tables to be configured so that children are not facing each other.</li> <li>• All children to use hand sanitiser upon entry to and exit from the dining hall.</li> <li>• Plastic screens to be purchased and positioned on servery</li> </ul>	<p>Amber</p>

			<p>to separate Juniper serving staff from children as 1m social distancing cannot be maintained.</p> <ul style="list-style-type: none"> <li>• School staff to give each child (and staff member) their cutlery and a cup of water.</li> <li>• Salad bar to be suspended. Reduced selection to be served from hatch.</li> <li>• Bread baskets not to be positioned on tables. Each child to be offered one piece of bread at serverly with their meal.</li> <li>• Each class to enter hall using Y3 side of building and exit hall using Y4 side</li> <li>• All doors and windows in dining hall to remain open to ensure good ventilation.</li> </ul>	
	Risk that communal areas do not allow for social distancing or could potentially lead to cross-infection	Red	<p>SLT</p> <ul style="list-style-type: none"> <li>• Timetable use of some communal areas – staffroom and temporary staff room</li> <li>• Ensure that staffroom and temporary staffroom are cleaned during the school day and between bubbles</li> <li>• Ensure that PPA Room and Meeting Room are cleaned between bubbles on Weds and Thurs</li> <li>• Staff responsible for loading cups, crockery and cutlery into the dishwasher</li> <li>• PPA room to only be used by two staff members at a time.</li> <li>• Two other year group teachers to work in additional PPA room</li> <li>• Library to be timetabled so that each year group uses it on a different day.</li> <li>• Hand sanitiser to be positioned at entry to staffrooms, PPA rooms, and library</li> </ul>	Amber
	Risk that site entrances and exits do not allow for social distancing.	Red	<ul style="list-style-type: none"> <li>• Display signs on entry reminding the community of the need for social distancing whilst on site.</li> <li>• Use all three entrances – front, side and ‘library’ (usual delivery access)</li> <li>• Widen pedestrian area by front gate to reduce ‘pinch point’</li> <li>• Ensure all three entrances are staffed by senior staff who will reinforce social distancing message</li> <li>• Staggered start and finish times reduce numbers entering</li> </ul>	Amber

			and exiting site at any given time	
	Risk that parents/carers will congregate in playground at drop off and collection times	Red	<ul style="list-style-type: none"> <li>• Communicate staggered start and finish times to parents/carers and explain rationale</li> <li>• Communicate desire for parents/carers to leave the school site promptly and explain rationale</li> <li>• Display signs on entry reminding the community of the need for social distancing whilst on site.</li> <li>• Ensure all three entrances are staffed by senior staff who will reinforce social distancing message</li> <li>• Only open gates shortly before school start and finish times to encourage parents/carers not to arrive early</li> <li>• Remove all benches for parents/carers to sit and wait on</li> <li>• Communicate to parents and carers that they must keep other children with them whilst waiting for children to be dismissed</li> </ul>	Amber
	Risk that poor ventilation in classrooms places those in room at greater potential risk	Red	<p>SLT</p> <ul style="list-style-type: none"> <li>• One named member of staff in each classroom to be responsible for opening all windows and doors before children enter the building each morning</li> <li>• Non-fire-safety doors to be propped open to increase ventilation</li> </ul>	Amber
	Risk of transmission from water fountains	Red	<p>SB</p> <ul style="list-style-type: none"> <li>• Water fountains to be turned off – communicate this to Parents and Carers</li> <li>• Parents/Carers informed to send child to school with labelled water bottle. Bottles to be sent home each Friday.</li> <li>• Water bottles to be placed at child’s desk for ease of access, not in central place in classroom</li> <li>• Cup for drinking water to be given to children who do not bring water bottle to school</li> <li>• Water bottles given out to children who repeatedly do not</li> </ul>	Amber

			bring in their own water bottle	
	Risk that the number of pupils and adults cannot be safely accommodated within the school, leading to increased risk of transmission	Red	<p>SLT</p> <ul style="list-style-type: none"> <li>• Year groups to be in bubbles and within this, children to stay with own class all day during learning time – no setting. (Bubbles within a bubble)</li> <li>• Plan staggered start and finish times for different year groups</li> <li>• Stagger lunch breaks so that no overlap Y3/4 (11:40 – 12:40; Y5/6 12:45 – 1:45)</li> <li>• Zone the playground so that each year group is separate from one another (e.g. Y3 separate from Y4)</li> <li>• Social Stories to be shared with children who would benefit from them to explain the need for zoning</li> <li>• Each year group to only use own year group toilets (including at break and lunchtimes)</li> <li>• Plan timetable for use of existing staffroom to ensure only specified number of people are in there at any given time</li> <li>• Communicate all of the above to staff, children, parents/carers</li> </ul>	Amber
<b>STAFFING</b>	Risk that staff cannot safely travel to work which results in staff shortages or higher infection levels	Red	<ul style="list-style-type: none"> <li>• Re-publicise Newham’s bicycle scheme to all staff via school email</li> </ul>	Amber
	Some staff may be at higher risk of infection	Red	<ul style="list-style-type: none"> <li>• Ensure that all staff understand the importance of social distancing to help protect themselves and their families, our children and their families.</li> <li>• Ensure that all staff are aware that some groups, including BAME groups, have a higher incidence of contraction of COVID-19 and higher death rates</li> <li>• All staff will be offered the opportunity to have individual risk assessments if they would like one</li> </ul>	Amber

			<ul style="list-style-type: none"> <li>• Ensure that all staff are aware of responsibilities towards reporting and Whistleblowing Procedures and know where a hard copy of the Policy is (staffroom)</li> <li>• Constantly reinforcing all of the above</li> </ul>	
	Risk of infection to staff/ <b>children</b> related to some children's ability to follow social distancing rules and in meeting intimate care needs	Red	<ul style="list-style-type: none"> <li>• Ensure any staff dealing with intimate care needs fully understand the need to protect themselves and the child from possible infection</li> <li>• Ensure all trained first-aiders and those dealing with intimate care needs know how to use PPE (disposable aprons, disposable face masks, disposable and re-usable visors, disposable gloves) and have ready access to it</li> <li>• Ensure that PPE can be disposed of safely (double bagged, stored safely for 72 hours then thrown away into dustbins)</li> <li>• Explain social distancing to all children in form they can access – social stories etc; share these with families where appropriate</li> <li>• Reinforce social distancing message to children – posters, videos, activities, conversations/discussions</li> <li>• Ask parents/carers to reinforce social distancing message with particular children prior to re-opening and on-going</li> <li>• Show all children PPE in the first week so they are not alarmed when/if they see it in a first aid/intimate care situation</li> <li>• Children to make posters re social distancing, coughing/sneezing into a tissue, thorough handwashing. These to be displayed around the school.</li> </ul>	Red
<b>STAFF AND PUPILS IN SCHOOL</b>	Virus is spread by face to face contact by asymptomatic people.	Red	<ul style="list-style-type: none"> <li>• Posters at entrances to school reminding all entering site of Covid19 symptoms and asking them not to enter site if they display any of these.</li> <li>• No visitors or volunteers on site. Post and deliveries to be left inside the front gate, kitchen deliveries to be delivered via the kitchen gate and left just outside the kitchen</li> <li>• Any adult on site is asked to hand sanitise on entry and advised to physically distance – posters as reminders.</li> <li>• Hand sanitiser positioned next to staff signing in sheet so that all staff use it on entry and exit – poster as a reminder.</li> </ul>	Amber

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|  |  | <ul style="list-style-type: none"><li>• Contractors and site staff are not present during school day where possible.</li><li>• All staff to wear face shields when working in close proximity to children.</li><li>• Year groups to be in 'bubbles', with smaller class bubbles inside these. Training regarding bubble integrity for staff and children. Children remain in year group bubbles throughout the school day including break and lunch times.</li><li>• Breakfast club and after-school clubs to be cancelled for the foreseeable future</li><li>• Staggered start and finish times for different year groups.</li><li>• PE lessons to be outdoor, not in the sports hall</li><li>• Parents/carers are not admitted to the school building – can enter playground but not go to office etc</li><li>• Meetings with outside agencies and parents/carers are conducted remotely.</li><li>• Staff to use toilets in year group corridors. Toilets by staffroom only for non-class-based staff.</li><li>• Desks to be set up facing front of room in classrooms – not facing each other (NB work station may face wall if required)</li><li>• All school staff to be issued with transparent visors to be used when they will be in close proximity of children: (less than 2m for 10 minutes; less than 1m, face to face for 1 minute)</li><li>• Children to have allocated desk spaces, not to swap during school day</li><li>• 'Soft start' to school day minimises potential for large groups of children to be passing each other on stairwells etc.</li><li>• Teachers to manage use of shared stairwells/external doors when going to/returning from break and lunch</li><li>• Children to use external classroom doors to enter and exit the building where possible.</li><li>• Where close contact is unavoidable it is advised to be side by side and at a minimum distance of 1m where possible.</li><li>• Windows and non-fire doors to be open throughout the</li></ul> |  |
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			<p>day.</p> <ul style="list-style-type: none"> <li>• No educational visits or whole-school gatherings</li> <li>• Whole-school weekly Celebration Assemblies to be conducted using technology, other assemblies in classroom</li> <li>• Children regularly encouraged to practice good hygiene – hand washing, hand sanitising, using a tissue followed by handwashing. Children to have daily routine of handwashing, watch video of how to wash hands thoroughly, regular reminders.</li> <li>• Posters around school to remind staff and children of need for regular handwashing and how to do it, as well as good respiratory hygiene.</li> <li>• Children allowed access to year group toilets as required, to avoid congestion - adults only let them go one at a time. At all times, children only to use their year group toilets.</li> <li>• At the end of the day, each class to have a separate waiting area where they stand until collected. All classes to be separate from one another.</li> <li>• Communicate to parents and carers that they must keep other children with them whilst waiting for children to be dismissed</li> <li>• Social distancing posters to be displayed outside school gates to remind parents and carers to be aware of whilst waiting to collect their child at home time.</li> <li>• Midday supervisors will not enter the classroom but will stand outside the classroom and supervise the class during wet lunch times</li> <li>• Children in their class bubbles will play with wet play equipment, but not sit face to face.</li> </ul>	
	Virus is spread through shared resources	Red	<ul style="list-style-type: none"> <li>• Computer, keyboard, screen, IWB and visualiser only to be used by class teacher. Anti-bacterial wipes to be provided to each teacher (including PPA teachers) to wipe down at the start and end of each day/in between class teacher and PPA teacher.</li> <li>• Chromebooks and laptops to be cleaned before and after use. Anti-bacterial wipes to be provided to each teacher (including PPA teachers) for this purpose. Teachers to</li> </ul>	Amber

			<p>demonstrate and supervise children doing this.</p> <ul style="list-style-type: none"> <li>• Children to have small supply of own personal equipment which only they can use – pencil, pen, ruler, whiteboard, whiteboard pen, scissors</li> <li>• Shared resources to be cleaned before and after use when moved between bubbles</li> <li>• Teachers to wipe down computers in PPA room at the start and end of their PPA session.</li> <li>• Teachers to clean surfaces in PPA rooms at the start and end of their PPA session. Anti-bacterial wipes to be provided for this purpose in PPA rooms.</li> <li>• PPA rooms to be cleaned at end of the day on Wednesdays and Thursdays by Juniper.</li> <li>• Hand sanitiser to be positioned by photocopier. Only one person in SEND cupboard at a time.</li> <li>• Bubble adults may handle children’s resources and books but must observe good handwashing and hygiene measures.</li> <li>• Playground apparatus to be used on a rota system – one class per day for the duration of the day. (Advice is that it will be safe for others to use the following day).</li> <li>• Playground musical equipment to be used on a rota system – one class per day for the duration of the day. (Advice is that it will be safe for others to use the following day).</li> <li>• Each year group bubble to have own playground equipment which they return to classroom after use.</li> <li>• PE timetable modified to ensure outdoor, non-contact and all equipment to be cleaned between year group bubbles (named person)</li> </ul>	
	High infection risk due to pupils not following handwashing guidance	Red	<ul style="list-style-type: none"> <li>• Reinforce handwashing message to children and staff – posters, videos, conversations/discussions</li> <li>• Enforce handwashing/sanitising procedures on entry, before and after break, before and after eating, after coughing/sneezing into a tissue, before and after PE, when leaving site</li> <li>• Ensure box of tissues in each room and that staff encourage children to use them, then throw tissues into a bin and</li> </ul>	Red

			<p>wash hands thoroughly (catch it, bin it, kill it)</p> <ul style="list-style-type: none"> <li>• Hand sanitiser in each classroom; soap and paper towels at year group sinks in corridors</li> <li>• Hand sanitiser in lunch hall to be used by all children on entry and exit. Children with visibly dirty hands will wash them with soap and water.</li> <li>• Hand driers to be switched off – paper towels only to be used.</li> <li>• Pedal bins positioned in each classroom and by corridor sinks and in toilets</li> </ul>	
	High infection risks due to pupils not moving around school at safe distance from other groups	Red	<ul style="list-style-type: none"> <li>• Children to stay in own class groups (no setting) so transitions minimised</li> <li>• Phases to have break and lunch at different times with a short interval between each group moving</li> <li>• Children to enter and exit lunch hall through different sides of the hall</li> <li>• Constant reminders from all adults that children need to be distant from one another</li> </ul>	Amber
	Risk of transmission during break times	Red	<ul style="list-style-type: none"> <li>• Increase the number of adults on duty at break times.</li> <li>• Zone the playground so that each year group is separate from one another (e.g. Y3 separate from Y4)</li> <li>• Reinforce and enforce social distancing guidelines</li> <li>• Ensure that children wash their hands/ hand sanitise before/after break</li> <li>• Ensure staff supervising break times understand the need for social distancing and will enforce it if necessary</li> <li>• Each year group to have its own box of playground equipment which they take to break with them and then return to their classrooms</li> <li>• Playground apparatus to be used on a rota system – one class per day for the duration of the day. (Advice is that it will be safe for others to use the following day).</li> <li>• Playground musical equipment to be used on a rota system – one class per day for the duration of the day. (Advice is that it will be safe for others to use the following day).</li> <li>• Children who need to use the lift to access the first floor</li> </ul>	Amber

			will only be accompanied by one adult. Child and adult to be at opposite sides of the lift and face away from one another	
	Risk of transmission through reading books	Red	<ul style="list-style-type: none"> <li>• All children and staff to use hand sanitiser before entering and when exiting library</li> <li>• Each year group to visit the library on a different day – Monday to Thursday.</li> <li>• All books which have been read to be returned to the library on Friday morning. Books returned to shelves by 'librarian' wearing gloves ready for the following week.</li> <li>• Each book to be read only by one child until it has been returned to the library.</li> <li>• All children and staff to use hand sanitiser before handling class reading books.</li> <li>• Levelled reading books from classroom to be placed in class returns box and stored for 72 hours before being returned to class bookshelves for another child to select.</li> </ul>	Amber
	Risk of transmission through items from home	Red	<ul style="list-style-type: none"> <li>• Communicate to parents/carers that children should only bring essential items to school e.g. lunchboxes, water bottles. No bags, pencil cases, mobile 'phones etc.</li> <li>• Majority of communication with parents/carers to be electronic</li> <li>• Encourage all pupils to eat a school lunch – communicate this to parents/carers.</li> <li>• Packed lunches to be kept in classrooms.</li> <li>• Children's exercise books will remain on the school site at all times</li> </ul>	Amber
	Risk of students spreading infection deliberately (e.g. deliberately coughing on other students or staff)	Red	<ul style="list-style-type: none"> <li>• Reinforce and enforce social distancing guidelines</li> <li>• Explain social distancing to all children in form they can access – social stories etc; share these with families where appropriate</li> <li>• Reinforce social distancing message to children – posters, videos, conversations/discussions</li> <li>• Ask parents/carers to reinforce social distancing message with particular children prior to re-opening and on-going</li> <li>• Ensure that all children understand the need to 'catch'</li> </ul>	Amber

			<p>coughs and sneezes with a tissue, dispose of this in a bin and then wash their hands (videos, discussion, regular reminders, posters around building)</p> <ul style="list-style-type: none"> <li>• Tissues and hand sanitiser to be in each classroom and at year groups sinks, lidded pedal bins in each classroom, toilets and by sinks.</li> <li>• Ensure that all children understand the need to be kind to each other and adults and keep each other safe</li> <li>• Share updated Positive Behaviour Policy with staff, parents and carers and children (at an appropriate level)</li> </ul>	
<b>JOURNEYS TO AND FROM SCHOOL</b>	High infection risk due to parents and/or pupils not observing social distancing on journeys to and from school	Red	<ul style="list-style-type: none"> <li>• Communicate the social distancing guidelines to parents/carers, including when travelling to/from school – letter, posters on school railings.</li> <li>• Communicate to parents/carers and children that pupils who travel to/from school without an adult must walk alone, not join up with a friend</li> <li>• Communicate to parents/carers that bicycles/scooters must be easily identifiable to the child to prevent children from accidentally taking the wrong one</li> </ul>	Amber
<b>FIRE SAFETY</b>	Risk of unsafe fire management practice due to staff shortages	Red	<ul style="list-style-type: none"> <li>• Ensure requisite number of fire wardens on site each day</li> <li>• Establish fire drill protocol during COVID-19 outbreak and communicate to all staff and children</li> </ul>	Amber
<b>FIRST AID AND PUPILS WITH MEDICAL CONDITIONS</b>	Risk that first aid arrangements and equipment do not provide adequate protection for staff and children against infection	Red	<ul style="list-style-type: none"> <li>• Ensure any staff dealing with intimate care needs fully understand the need to protect themselves and the child from possible infection</li> <li>• Ensure first aiders and those dealing with intimate care needs know how to use PPE (PHE videos) and have ready access to it</li> <li>• Ensure that <u>all</u> PPE can be disposed of safely (double bagged, stored safely for 72 hours then thrown away into dustbins)</li> <li>• Ensure adequate supply of appropriate PPE</li> <li>• Show all children PPE in their first week so they are not alarmed when/if they see it in a first aid/intimate care situation</li> <li>• PPE for staff delivering first aid at distance of less than 2</li> </ul>	Amber

			metres and those dealing with intimate care needs <ul style="list-style-type: none"> <li>• PPE for staff supervising until parent/carer arrives if child is suspected of possibly having Coronavirus</li> </ul>	
	Risk that first aid arrangements do not provide adequate support for pupils due to staff shortages	Red	<ul style="list-style-type: none"> <li>• Ensure sufficient number of first aiders in school every day</li> </ul>	Amber
<b>PUPILS WITH SPECIAL NEEDS</b>	Risk the needs of pupils with complex SEND cannot be safely met in school	Red	<ul style="list-style-type: none"> <li>• Conversations with parents/carers prior to children attending/ re-attending school</li> <li>• Risk assessment conducted with parents/carers prior to children attending/ re-attending school</li> <li>• Social Stories to be shared with children who would benefit from them to explain the need for zoning</li> <li>• All breaks to support children regulate will take place outdoors (under cover if raining)</li> <li>• If the school feels it cannot safely meet the needs of any pupils then conversation with parents/carers and SEND specialists who know that child to discuss</li> </ul>	Amber
<b>COMMUNICATION</b>	<ul style="list-style-type: none"> <li>• Risk that pupils and parents/carers do not understand the new arrangements; behaviour resulting in increased infections</li> </ul>	Red	<ul style="list-style-type: none"> <li>• Clear communication with parents/carers in advance of school re-opening, including by email detailing arrangements</li> <li>• 'Phone calls in home languages to be made to parents/carers with limited English</li> <li>• Display signs on entry reminding the community of COVID 19 symptoms and advising not to enter if displaying any symptoms, or if living with someone who is displaying symptoms.</li> <li>• Information shared prior to school re-opening through email and website.</li> <li>• Clear communication with children on first morning re social distancing etc - reinforced continually</li> <li>• Child-friendly posters designed by our children around school remind children and staff of the need to socially distance etc</li> </ul>	Amber

			<ul style="list-style-type: none"> <li>• Activities and games on first morning to ensure social distancing, use of tissues and handwashing messages are all understood by children</li> <li>• Posters and floor markings in chalk on pavement outside school make expectation of social distancing clear</li> </ul>	
	<ul style="list-style-type: none"> <li>• Risk that staff do not understand the new arrangements or the importance of them being adhered to; behaviour resulting in increased infections</li> </ul>	Red	<ul style="list-style-type: none"> <li>• Risk Assessment to be emailed to all Godwin staff and agency staff</li> <li>• Risk Assessment to be discussed during INSET on Tuesday 1<sup>st</sup> September, prior to re-opening</li> <li>• Hold regular briefings and seek opinions of staff in the building regarding how well measures are working and what else needs to be implemented</li> <li>• Ensure that staff are aware of where to find the Whistleblowing Policy</li> </ul>	Amber
<b>STAFF WELLBEING</b>	Risk of mental health impacts	Red	<ul style="list-style-type: none"> <li>• Ensure staff are fully-aware of measures implemented and all communication with parents/carers</li> <li>• INSET on Mental Well-Being and also Mindfulness in September 2020</li> <li>• Ensure staff know that SLT are available if they have any suggestions, questions or concerns</li> <li>• Ensure that staff are offered de-brief following any <u>potential</u> incidents with SLT</li> <li>• Ensure debrief with SLT occurs if an incident takes place</li> <li>• Ensure that staff are aware of MIND board in staff room and that leaflets are available</li> <li>• Health and Well-Being Lead to re-send email to all staff regarding mental health and possible sources of support. Copy of this email to be displayed in staffroom</li> </ul>	Amber
<b>CHILDREN'S WELLBEING</b>	Risk of mental health impacts	Red	<ul style="list-style-type: none"> <li>• Ensure that all children are fully-aware of the measures implemented and are reassured that these are to take care of us all</li> <li>• Ensure all classes have a 'talking box' which pupils can use to raise concerns anonymously if they wish and that teachers understand the importance of responding to these</li> <li>• Conduct questionnaire early in the Autumn Term to establish any anxieties children may have and seek to</li> </ul>	Amber

			<p>address these</p> <ul style="list-style-type: none"><li>• Mindfulness techniques to be used throughout the school day by teachers and TAs to support children's mental well-being</li><li>• Ensure all children aware of the support of outside agencies such as Child Line and Kooth</li><li>• Ensure teachers are aware of Social and Emotional Learning resources which are saved on the school shared drive.</li><li>• Ensure that children know that there are adults whom they can talk to if they feel that they need additional support</li><li>• Pastoral room on first floor created to establish a 'safe space' for those children who need additional support to talk to a trusted adult</li></ul>	
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**Recommendation:** *Taking into account your analysis of risks and mitigating actions, record your overall recommendation about the school's ability to safely reopen to some or all of the specified year groups:*

**Godwin Junior School can safely re-open to all children**