

Chawson First School  
Draft Risk assessment

Date of assessment: May 2020

Name and position of person carrying out assessment: Helen Wallace supported by the SLT

Event: The reintegration of some Year groups into school following the COVID-19 lockdown prior to a full opening. We are a public service and as such we will try to remain open to fulfil that service.

This risk assessment endeavours to outline our development of new safety precautions enabling us to operate more safely and to minimise the spread of COVID -19. **All Government Guidance at the time of writing has been reviewed and responded to, all actions have been taken where they mitigate the risk in our setting.** This will become evident within the plans outlined below.

Concerns/ Risks	Actions taken to mitigate the spread of COVID-19	Linked documents and guidance followed:
Health and Safety – children and staff	<ul style="list-style-type: none"><li>• Ongoing feasibility assessments are undertaken daily by the SLT and site supervisor regarding staffing numbers and premises capacity.</li><li>• Government Guidance read and understood. Actions created from them: <b>See summaries</b></li><li>• ‘Bubble’ organisation created detailing groups of children and staff that will remain isolated from each other: See Re-opening arrangements final</li><li>• Social distancing and personal hygiene encouraged where possible: See <b>Teachers Complete Health and Safety Advice and Actions May 2020</b>. This document was in turn developed from reading <b>Government Guidance, Transition back into school guidance, Pandemic Flu Policy Feb 2020, Health and Safety Advice and Actions 13/05/2020 Draft</b>. These actions include:<ul style="list-style-type: none"><li>○ Children encouraged to hand wash regularly – posters displayed. Children trained as to how to wash hands – regular reminders, monitoring and support given as appropriate.</li><li>○ Hand Sanitiser used in all areas of the school and at the entrance. Risk Assessment and COSHH documents with each item.</li><li>○ Doors throughout the building wedged open to reduce contact with surfaces – staff asked to</li></ul></li></ul>	<ul style="list-style-type: none"><li>• See summaries</li><li>• Re-opening arrangements final</li><li>• Teachers Complete Health and Safety Advice and Actions May 2020</li><li>• Government Guidance<ul style="list-style-type: none"><li>○ Implementing protective measures in education settings <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></li><li>○ Preparing for the wider opening of schools from 1 June <a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june</a></li><li>○ Actions for schools during the coronavirus outbreak <a href="https://www.gov.uk/government/publications/covid-19-school-closures">https://www.gov.uk/government/publications/covid-19-school-closures</a></li><li>○ Opening schools planning framework <a href="https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework">https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework</a></li></ul></li></ul>

	<p>close in the event of fire as much as is possible</p> <ul style="list-style-type: none"> <li>○ COVID 19 testing available to all staff and children. If a member of staff or child from a 'bubble' tests positive the whole 'bubble' will be required to self-isolate for 14 days.</li> <li>○ PPE equipment available for use in a first aid capacity. Training sheets made available to First Aid, SLT and all staff. (Face Masks will not be a requirement for children or staff during the normal activity of the day.)</li> <li>○ Follow Pandemic flu policy even within bubbles (e.g. no congregating in cloakrooms)</li> <li>○ Staggered arrival and departure time will be used. Children will use different doors into the building to avoid pinch-points.</li> <li>○ The school corridors are organised to reduce contact with others by using one way systems and social distancing requirements, such as queuing by staff at a distance of 2m.</li> </ul>	<p><a href="#">for-schools-in-england</a></p> <ul style="list-style-type: none"> <li>○ Social distancing: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings</a></li> <li>○ PPE: <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe">https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</a></li> <li>○ Safe working in education, childcare and children's social care: Preventing and controlling infection, including the use of PPE, in education, childcare and children's social care settings during the coronavirus outbreak. <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</a></li> </ul> <ul style="list-style-type: none"> <li>• Pandemic Flu Policy Feb 2020</li> <li>• Health and Safety Advice and Actions 13/05/2020</li> <li>• Risk Assessment and COSHH documents with each item</li> <li>• Information re testing: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></li> </ul>
Health and Safety – Premises	<ul style="list-style-type: none"> <li>• Cleaning document created to ensure cleaning is regular and to a high standard – monitored by the Site Manager and SLT. <b>See Cleaners' Advice and Responsibilities May 2020. See also Health and Safety Advice and Actions May 2020</b></li> <li>• Increased cleaning hours arranged</li> <li>• Cleaning materials available in all offices and class</li> </ul>	<ul style="list-style-type: none"> <li>• Premises: <a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</a></li> <li>• Managing school premises during the coronavirus outbreak: <a href="https://www.gov.uk/government/publications/managing-school-">https://www.gov.uk/government/publications/managing-school-</a></li> </ul>

	<p>bases to enable staff to re-clean items before use. Risk Assessment and COSHH documents with each cleaning solution.</p> <ul style="list-style-type: none"> <li>Regular checks have been carried out throughout the period of closure</li> <li>Site Manager ensures that the school is fully compliant with regular health and safety checks</li> <li>Hand dryers will be disconnected; paper towels and bins will be provided in all toilet areas.</li> </ul>	<p><a href="#">premises-during-the-coronavirus-outbreak</a></p> <ul style="list-style-type: none"> <li>A detailed checklist and key guidance for action for health and safety is available at: <a href="http://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak">www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</a></li> <li>See Cleaners' Advice and Responsibilities May 2020.</li> <li>See also Health and Safety Advice and Actions May 2020</li> </ul>
The need for limiting year group access or closing the school due the level of resources not being adequate	<ul style="list-style-type: none"> <li>See <b>School Closure Risk Assessment Process</b></li> </ul>	<ul style="list-style-type: none"> <li>School Closure Risk Assessment Process</li> </ul>
Wellbeing of children Vulnerable children: SEN LAC Safeguarding/well being EHCP	<ul style="list-style-type: none"> <li>A trained Paediatric First Aider will always be on site when the children are on site (5 Trained staff)</li> <li>A Designated Safeguarding Lead (DSL) will always be available on site (4 trained staff)</li> <li>Twice weekly phone calls made to Safeguarding children unless children are seen in school, staff in contact with Social Services as appropriate.</li> <li>Phone calls to LAC children carried out every three weeks</li> <li>SEN risk assessments completed for all children with an EHCP.</li> <li>Edenred Food Vouchers organised for FSM children while they do not attend school.</li> <li>Remote access arranged for Food Bank Vouchers to share with parents in need.</li> </ul>	<ul style="list-style-type: none"> <li><a href="https://www.safeguardingworcestershires.org.uk/wp-content/uploads/2020/05/2020-05-07-Covid-19-Service-Delivery-for-Social-Care-Safeguarding-Services-Executive-Summary-V.07JK.pdf">https://www.safeguardingworcestershires.org.uk/wp-content/uploads/2020/05/2020-05-07-Covid-19-Service-Delivery-for-Social-Care-Safeguarding-Services-Executive-Summary-V.07JK.pdf</a></li> <li><a href="https://www.babcockprime.co.uk/coronavirus-support-for-schools-settings-parents-and-pupils">https://www.babcockprime.co.uk/coronavirus-support-for-schools-settings-parents-and-pupils</a></li> <li>Pupils' mental health support/pastoral care at home: <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress">https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress</a></li> <li>Parents: <a href="https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19">https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19</a></li> <li>Parents with pupils with SEND: <a href="https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19">https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19</a></li> <li>Supporting parents: <a href="https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-">https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-</a></li> </ul>

		<p><a href="#">closing#working-with-parents</a></p> <ul style="list-style-type: none"> <li>• Vulnerable: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people</a></li> <li>• Extremely vulnerable: <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></li> <li>• SEND - <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance">https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance</a></li> <li>• Guidance on temporary changes to education, health and care legislation during the coronavirus (COVID-19) outbreak <a href="https://www.gov.uk/government/publications/changes-to-the-law-on-education-health-and-care-needs-assessments-and-plans-due-to-coronavirus">https://www.gov.uk/government/publications/changes-to-the-law-on-education-health-and-care-needs-assessments-and-plans-due-to-coronavirus</a></li> <li>• Guidance for schools and colleges to support them keeping children safe, including online, during the coronavirus (COVID-19) pandemic <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings">https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</a></li> <li>• Conducting a SEND risk assessment during the coronavirus outbreak <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance">https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance</a></li> <li>• Providing free school meals during the coronavirus outbreak <a href="https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance">https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance</a></li> </ul>
Wellbeing of staff	<ul style="list-style-type: none"> <li>• Planed preparation day arranged 1<sup>st</sup> June</li> <li>• Staff informed of SAS Mental Health offer</li> <li>• Mental wellbeing advice shared with staff – ‘Some basic tips to maintain positive wellbeing’</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Staff FAQ.</b></li> </ul>

	<ul style="list-style-type: none"> <li>• Vulnerable staff not expected to work within the school building – home working in place.</li> <li>• Staff included in planning where appropriate, draft plans shared with staff for comment. See <b>Staff FAQ</b>.</li> <li>• Staff appraisal will be managed with the complete understanding that the full academic year will not have been completed. It may be appropriate for some targets to be extended while others are changed. Interim meetings held in the Spring Term may be of use in agreeing if targets are met.</li> </ul>	
Parent guidance/wellbeing	<ul style="list-style-type: none"> <li>• Parents will be kept up to date regarding precautions that we will be taking.</li> <li>• Parents will be asked to bring their children to school with one adult only. Staggered arrival and departure time will be used. Children will use different doors into the building to avoid pinch-points.</li> <li>• Information available on web site, Face Book page and through texts. See: <b>Parent Letter Reopening 15<sup>th</sup> May 2020</b> and Re-opening arrangements final</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Letter Reopening 15<sup>th</sup> May 2020</li> </ul>
Home learning	<p>Home learning will be provided on our website – activities, video links, sign posting. No additional Home learning will be provided for Year Groups offered places within school – this will be monitored re uptake of places and reviewed. Parents will be encouraged to use existing resources sign posted on the website such as <a href="https://www.bbc.co.uk/bitesize">https://www.bbc.co.uk/bitesize</a> and <a href="https://www.thenational.academy/">https://www.thenational.academy/</a></p> <ul style="list-style-type: none"> <li>• School resources will not be shared with homes to prevent contamination</li> </ul>	<ul style="list-style-type: none"> <li>• Remote learning: <a href="https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19">https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19</a></li> <li>• Home learning support: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources">https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources</a></li> <li>• Remote education during coronavirus (COVID-19) <a href="https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19">https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19</a></li> </ul>
Attendance	<ul style="list-style-type: none"> <li>• All information available to all parents via the website. Parents need to make their own decisions as to whether they wish their children to attend. Advice and guidance is available to them through</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings</a></li> <li>• School attendance: guidance for schools:</li> </ul>

	<p>Government websites and Chawson Staff giving advice and explaining actions. Vulnerable Children will be encouraged to attend. Attendance of vulnerable groups monitored and actions taken in accordance with this plan (see wellbeing of children section)</p> <ul style="list-style-type: none"> <li>• No action will be taken against any parent wishing to keep their child at home at this time, in line with Government guidance.</li> <li>• The DfE return will still be used while requested by the Government. The schools registers will be used for Year R and Year 1 children. The code Y will be used for parents choosing not to send their children – authorised non-attendance. We will continue to use # for children not invited to attend school.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="https://www.gov.uk/government/publications/school-attendance">https://www.gov.uk/government/publications/school-attendance</a></li> </ul>
Curriculum	<ul style="list-style-type: none"> <li>• Guidance given to staff regarding curriculum expectations: See <b>Transition Back into School Curriculum Guidance</b>.</li> <li>• Staff aware of bereavement counselling. Many staff have undertaken training, A list of trained staff is held.</li> <li>• Whole Class Guided Reading introduced to support social distancing</li> <li>• SDP planning is beginning to take shape and SLT will continue to work on this over the Summer 2 Half Term. The school will continue to look to develop and improve despite the current situation, focussing on what is right and needed for our children</li> <li>• We will suspend the aspect of the 'Curriculum Enrichment' that we would normally promote half termly of either inviting visitors in to school or taking trips out of school to support learning.</li> </ul>	<ul style="list-style-type: none"> <li>• Transition Back into School Curriculum Guidance.</li> </ul>
Assessment	<ul style="list-style-type: none"> <li>• Reports will be sent out at the time arranged earlier in the academic year (Mid July).</li> <li>• Staff will be aware of the children and their current needs through assessment for learning techniques. More formal assessment will be managed from</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

	<p>September 2020. End of year assessment for 2019/20 will be based on February Milestone data.</p> <ul style="list-style-type: none"> <li>• Staff are aware that children may have moved back in their understanding while others may have been able to continue to improve in learning depending on home learning experiences.</li> </ul>	
Transition of Year groups into school and out of school	<ul style="list-style-type: none"> <li>• Transition into Chawson <ul style="list-style-type: none"> <li>○ All information shared on Facebook Page and Website.</li> <li>○ Letters to new parents April 2020</li> <li>○ Letter/s and forms to parents during last half term to inform of additional information available on website – parents handbook, virtual tours, introduction to staff etc.</li> <li>○ Review of position regarding actual visits in school following social distancing and Government advice.</li> </ul> </li> <li>• Middle School Arrangements: <ul style="list-style-type: none"> <li>○ Liaison between all cluster schools</li> <li>○ Information already being shared with Middle Schools re attainment etc.</li> <li>○ Additional support offered to SEN children – lists generated by First Schools in preparation.</li> <li>○ Final arrangements made nearer to the end of term – support to take the form of virtual tours, videos, Zoom meetings with staff, possible small groups of SEN invited to visit.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
Visitors in school	<ul style="list-style-type: none"> <li>• Visitors are limited to the most essential, eg. Social Workers and EIFS. Visitors are reminded about social distancing as necessary. Visitors are expected to use hand sanitiser on arrival.</li> <li>• Visitors will usually be expected to be in school by appointment. They will be supervised as necessary.</li> <li>• Lettings will not be invited back into school at this time as we are not able to clean to an appropriate level after their events and we are looking to discourage over use of the school building. (We</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

	<p>recognise the financial impact this will have on the school.)</p> <ul style="list-style-type: none"> <li>• Kids First will be welcome to use the premises again when they contact us to talk about their intentions and are able to share their effective risk assessment for reopening at this time.</li> </ul>	
<p>Service Providers</p> <ul style="list-style-type: none"> <li>• Aspens food services</li> <li>• Contractors</li> </ul>	<ul style="list-style-type: none"> <li>• Aspens approached to provide sandwiches for children. Children will be able to eat their sandwiches in their classrooms, where their 'bubbles' are based.</li> <li>• Contractors will only be welcomed into the building when there is an emergency situation or Health and Safety requirement. Premises work where possible will be carried out during holiday periods. Where this is essential work and time limited children and staff will be withdrawn from the areas involved.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p>Financial Risk during partial closure</p>	<ul style="list-style-type: none"> <li>• SBM reviews finances regularly. Governors also review the budget regularly.</li> <li>• Additional monies have been laid aside for the impact of additional costs through COVID 19 actions – these include increased staffing and hygiene equipment.</li> <li>• Additional Costs monitored – discussed with Headteachers regularly. SBM will notify Headteachers of any immediate concern which need to be managed.</li> <li>• Significant financial outlays may be reclaimed from the government, as per guidance</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

#### General guidance and links for reference:

- Public health England <https://www.gov.uk/government/organisations/public-health-england>
- NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
- Government advice: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- DfE <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>



- A detailed Theme and key guidance for action for health and safety is available at: [www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak](https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak)
- Information re testing: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>