**MILLBROOK PRIMARY SCHOOL- PLANNING FOR A WIDER OPENING INCLUDING RISK ASSESSMENT**

**DRAFT VERSION 3 (9th July 2020)**

Further guidance can be found by following the link below.

Link to page on guidance to educational <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

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| **Focus** | **Recommendation** | **Control Measures** | **Risk Rating** |
| **Prevention**  **Response to any infection** | * Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school. * Ensure effective measures are in place to safeguard everyone if a suspected case of COVID-19 is in school. * School to contact Local Authority Health Protection Team on 0151 443 4712 [environmentalhealth@knowsley.gov.uk](mailto:environmentalhealth@knowsley.gov.uk) for COVID -19 health protection queries * To notify suspected outbreaks Public Health England (PHE) North West Health Protection Team on 0344 225 0562 * All staff and parents will need to be ready and willing to book a test if they are displaying symptoms, provide details of anyone they have been in close contact with if they test positive and self-isolate if they have been in close contact with someone who develops coronavirus * Staff and parents need to inform school immediately of the results of a test * Clean hands thoroughly more often than usual. Ensure good respiratory hygiene by promoting, ‘catch it, bin it, kill it approach * Enhanced cleaning, including cleaning frequently touched surfaces often. * All frequently touched surfaces, equipment, door handles and toilets cleaned thoroughly each day both at the end and midday. * Limit use of door handles and provide ventilation. * Minimise contact between individuals and maintain social distancing wherever possible. * All teachers and other staff can operate across different classes and year groups * All desks from Year 2 and above to face the front of the class. Pupils to sit side by side facing forwards. * All staff and pupils to have individual frequently used equipment i.e. pens / pencils etc * Resources that are shared i.e. sports, art and science equipment to be cleaned between bubbles or rotated for 48 hours (72 hours for plastic). * Pupils limit amount of equipment brought into school * Ensure signage in school promotes and reinforces social distancing * Minimise the number of resources in order to ensure they can be wiped clean. * Reduce contact as much as possible. * Start and finish times to be staggered to avoid high numbers of adults and children on the playground and route to school * Only one parent allowed on site to drop off pick up. No gatherings of parents allowed and all appointments to be via telephone * Face coverings must be taken off on arrival and disposed of in a lidded bin followed by thorough handwashing (reusable face masks to be placed in a plastic bag) | * Ensure that pupils, staff and other adults do not come into school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days. * In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they should be collected as soon as possible and isolate at home in line with NHS guidance (self-isolate 7 days). Access to a test will be available. * Whilst waiting for the child to be collected they should be isolated from others in the identified room (Goldfish bowl – this room is not to be used by anyone else and must remain empty unless needed for suspected virus case). * The staff member responsible for the child should be a staff member from their allocated group. PPE should be worn by staff caring for the child if a distance of 2 meters cannot be maintained. * The area should be thoroughly cleaned by the cleaning services afterwards (contracted). * In the event of a staff member developing suspected coronavirus symptoms whilst working, they should return home immediately and arrange to get a test. * Where a pupil or member of staff has tested positive, the rest of their group will be sent home and advised to self-isolate for 14 days. Household members of those contacts who are sent home do not need to self-isolate themselves unless the child or staff member who is self-isolating subsequently develops symptoms. * Where a test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period as they could still develop coronavirus within the remaining days. * Where there is a suspected case of COVID – 19 in a bubble, all staff in school will be alerted to ensure they continue to maintain the stringent social distancing rules. * The school will post weekly messages on Class Dojo to remind parents to look out for symptoms of COVID -19 * PPE available for provision of first aid or intimate care * PPE to be used in line with the training (training videos part of the PPE guidance) * All staff trained to use PPE. * Used PPE to be discarded in line with the guidance ( double bagged and disposed of correctly, in the main purple bin if it is over 72 hours to the next collection date. If the collection date is under 72 hours waste to be stored securely until it is safe to dispose of in the main school bins) * All classrooms to have soap and water, hand sanitisers located throughout the school, lidded bins and disposable tissues. * All children and staff to wash hands regularly, on arrival, after breaks, before and after eating. Staff can use hand sanitiser on entry to speed up process. * Full clean of school organised by Premises Officer * Four cleaners to clean all used areas each evening. Additional cleaner employed through part of the day to wipe over surfaces and clean toilets. Anti-bacterial sprays to be available in all classes – this spray does not require any wiping. * Doors have been fitted with emergency fire door guards so that they can remain open during the day with assurance that the doors will close in the event of an emergency / fire. * All classes will remain in their own bubble (with the exception of Class 1 and 2 who will be one bubble and Class 10 and 11). All pupils in Key Stage 2 encouraged to keep 2 metres apart from adults. Adults delivering PPA in more than one bubble should endeavour to keep 2 metres away from adults and children (where possible). * Staff who move between classes and year groups should try to keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults (it is recognised that this is not likely to be possible with younger children). * Pupils old enough should be supported to maintain distance and not touch staff and peers where possible. It is recognised that this will not be possible with younger children and those with complex need. * Audit frequently used materials to decide on safest approach (cleaning / rotating). * Pupils are allowed to bring in bags, lunch boxes, hats, coats and books. * Signs to be continue around the building, two metre markings inside and outside the school. * Staff to consider resources and put way soft toys, furnishings and toys that are hard to clean. Disinfectant sprays to be available for use at the end of the day. * Staff to rotate resources to minimise risks i.e. reading / story books to be split over five day * Staff to observe strict handwashing when marking books * Pupils with 30 hour entitlement to attend the same session in Nursery i.e. am and move in one bubble to Rainbow in the afternoon. * Nursery hours to remain the same 8:30 – 11:30am and 12:15 – 3:15pm. * Class 1 – 8:45 – 2:50pm – entrance via Foundation Stage playground, exit via the infant playground. * Class 2 – 9:00 – 3:05pm – entrance via Foundation Stage playground, exit via the infant playground. * Class 3 - 8:45 – 2:50pm – entrance via middle infant gate and infant entrance, exit via the infant playground. * Class 4 - 9:00 – 3:05pm - – entrance via middle infant gate and infant entrance, exit via the infant playground.   Juniors – parents to use pathway and exit via carpark (gates will be shut and manned)  Lunch reduced to 45 mins and break to 15 mins   * Class 7 – 8:45 – 2:55pm – entrance via junior hall 2 * Class 8 – 9:00 – 3:05pm – entrance via side door (by Rainbow play area) * Class 9 – 9:10 – 3:15pm - entrance via side door (by Rainbow play area) * Class 10 – 9:00 – 3:05pm - entrance via junior hall 2 * Class 11 - 8:45 – 2:55pm - entrance via junior hall 1 * If Learning Mentor is meeting pupils in her room the door must be left open and the window to provide ventilation and the maximum time allowed is ten minutes. | Medium  Medium  Medium  Medium  Medium  Low  Low  Low  Low  Low  Low  Low  Low  Low  Low  Low  Low  Low  Low  Medium  Medium  Low  Low  Low  Low  Low  Low  Low  Low  Low  Medium |
| **Attendance** | * School attendance is mandatory – parents’ duty to ensure their child attends regularly, school responsibility to record attendance, the availability to use sanctions. | * Where a pupil is unable to attend because they are complying with clinical and/or public health advice, they will have access to remote education. Office staff to alert class teacher. * Where a pupil is unable to attend because their parents are following clinical and/or public health advice, absence will not be penalised. * School to reassure parents of protective measures in place to reduce risk in school. * School to communicate expectations around attendance to families * Learning Mentor and Attendance Officer to identify pupils who will be reluctant or anxious to return and develop a plan of re-engagement. * Use additional catch up funding to put measures in place to ensure regular attendance * Work closely with other professionals including social workers. | Low  Low  Low  Low  Low  Low |
| **School Workforce** | * Individuals who were considered to be clinically extremely vulnerable can return to work from 1st August. * Supply teachers can be engaged and can move between schools. * Schools are strongly encouraged to host ITT trainees and mentor them effectively * Staff taking leave * School Emergency Policy Provisions | * Individual risk assessment for any member of staff in this category. * Appropriate support must be made available for pupils with SEND including enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups. * Minimise the number of visitors to the school wherever possible. Where it is necessary to use supply staff or welcome visitors, those individuals will be expected to maintain distance from other staff and pupils. * Trainees could take responsibility for small groups of pupils, be engaged in wider professional activity our work in pairs or groups to co-plan, co-teach and co-assess lessons with their mentor. * Staff may want to take a holiday over the summer period which may involve travelling abroad. Headteacher to collate staff information and check any requirements for quarantine. | Low  Low  Low  Low  Low |
| **School lunch and breaktime arrangements for pupils and staff** | * **Lunch arrangements –** all meals to be packed lunch * Packed lunches delivered to classrooms * Pupils eat in classroom and have a timed period on the playground – 30 minutes infants, 25 minutes juniors) with only one class at a time outside. * No infant afternoon play * Staff to have a limited time in staffroom with no more than 6-7 members in at once. * Infant hall will be available for seating / conversation etc * Staff to inform Headteacher if they do not require access to the staffroom during lunch | N**ursery** staff to eat lunch between 11:30 and 12:00pm  **Lunchtime 1 hour**  **Class 1** – eat in class – 12:00pm  Foundation stage play - 12:30pm **(Jayne S)**  **Class 2** – Foundation stage play - 12:00pm  Eat in class – 12:30pm **(Lyn H)**  **Class 3** – Eat in class – 12:30pm  Foundation stage play 1:00pm **(Lynsey H)**  **Class 4** – Eat in class 12:00pm  Infant playground – 12:30pm **(Jenny Mee)**  **Lunchtime 45 minutes**  **Class 7** – Play on infant yard– 12:00pm  Eat in class – 12:25pm **(Jane C)**  **Class 8** – Eat in class – 12:40pm  Play on infant yard – 1:00pm **(Paula D)**  **Class 9** - Play on junior yard 12:00pm  Eat in class 12:25pm **(Wendy T)**  **Class 10** – Play on junior yard 12:30pm  Eat in class 12:55pm **(Julie P)**  **Class 11** – Eat in class12:40pm  Play on junior yard – 1:00pm **(Paula H & Andie S)**  **(Jane M to oversee)**  In good weather the field can be used to maximise space  Staff who have roles as TA’s and lunchtime assistants will have lunchtime arranged when timetable of staff is completed.  All staff should bring their own cup and cutlery. The dishwasher is available and no dishes should be left out. Soap is available in the staffroom.  Disinfectant spray available if staff want to wipe down kettle handles / wash taps etc (This is not a requirement as additional cleaning will be available. Only available to ease staff concerns)  **Breaktimes – 15 minutes (five minutes in between to stop crossover)**   * Reception children to have continuous provision   Infant playground   * Class 3 – 10:00am * Class 4 – 10:20am * Class 7 – 10:40am   Junior playground (class come in junior hall while class go out by Class 8 door)   * Class 11 – 10:00am * Class 10 – 10:15am * Class 8 – 10:30am * Class 9 – 10:45am   Teaching assistants to supervise play then take a fifteen minute break after.  Metal benches and wooden frames to be cleaned after each bubble (Plan how to organise) | Low  Low  Low  Low  Low |
| **Review behaviour and safeguarding policy in light of full reopening** | * Prior to opening for more pupils, schools will need to update their behaviour policy to reflect new rules, routines and communicate these changes to staff, pupils and parents. * For pupils with education health care plans, it may not be possible to provide the full range of provision set out in the plan, and it may be necessary to make different arrangements. * For pupils with additional needs including behaviour it may not be possible to provide the full range of provision set out in the plan, and it may be necessary to make different arrangements | * Senior leaders adapt the Emergency Addendum to the existing policy arrangements including rules about:   Regular handwashing / hand sanitiser  Social distancing rules – who they can social wise with (based on groupings)  Moving around school  Expectations for coughing / sneezing (make explicit where tissues are kept)  Rules for dropping off and picking up stress parent time keeping is essential for the plan to work safely   * Communicate rules/ policy clearly and consistently to staff, pupils and parents. * Conduct an individual risk assessment for all pupils with EHCP’s * Conduct an individual risk assessment for all pupils whose behaviour puts appropriate social distancing at risk. Include a personalised timetable for the most vulnerable pupils. | Low  Low  Low  Low/medium  Low/medium |
| **Communication to parents, pupils and staff** | * School to work closely with parents, staff and unions when agreeing the best approaches for their circumstances * School to communicate to parents the importance of keeping to their time to avoid large gatherings and unnecessary waiting * Educational visits * School Uniform * Extra Curricular | * All staff parents and trade unions to see risk assessments and plans for full opening. * Senior leadership to oversee all staggered drop offs and pick up * Office staff to telephone all parents before the end of the summer term. If any pupil is not returning ascertain why and if remote learning is needed, Deputy Headteacher to organise. * Brief parent information guide to be written and circulated via Class Dojo and the school website. * All domestic overnight educational visits are advised against. Schools can resume non-overnight domestic educational visits. Trips could include, trips for pupils with SEND, outdoor spaces in local area. * Pupils will be expected to return in full school uniform. Uniforms do not need to be cleaned any more often than usual. * Extra-curricular activities will be built up slowly ensuring the wider protective measures are kept. | Low  Low  Low  Low  Low  Low  Low |
| **Managing pupil and staff well-being and mental health** | * Consider support for individual children who have found the long period at home hard to manage. * Consider support for pupils who have developed anxieties related to the virus. * Governors and school leaders should consider the mental health and well being of staff (including school leaders themselves) and the need to implement flexible working practices in a way that promotes good work life balance. | * Staff to note individual children who may need additional support. Personalised support plan developed for those pupils. Learning Mentor and support staff to provide additional support. * Lessons planned using resources available to plan opportunities for children to talk their experiences of the past few weeks. * Opportunities will need to be available for pupils to talk to a trusted adult. Lessons will need to be refocussed and pastoral opportunities created. * Lessons will need to strike a balance between reintegrating pupils into a reassuring and familiar work ethic and responding to individual concerns. | Low/medium  Low  Low  Low |
| **Curriculum** | * Teach an ambitious and broad curriculum in all subjects from the start of the autumn term, but make use of existing flexibilities to create time to cover the most important missed content. * Physical activity in schools – pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups and contact sports avoided. * Catch up support | * School to create a curriculum guide for staff for the Autumn term. Deputy Headteacher to lead on this * School to create a physical activity guide for use during PE and playtimes. PE coordinator to lead on this * School to create a plan for use of catch up funding. Headteacher to lead on this. | Low  Low  Low |
| **Assessment** | * Prepare for the following statutory primary assessments: Y1 phonics screening, Y 2 KS1 tests and TA, Y4 multiplication tables check, Year 6 KS2 tests and teacher assessment. | * Update teachers as information comes into school. | Low |
| **Contingency planning** | * Contingency plan in place for an outbreak if the infection rate spikes locally | * Remote education support to be available which has a curriculum sequence, high quality resources, printed resources for pupils without suitable online access, consistent throughout the school and is broad and balanced. | Medium |