**Woodgrange Infant School Reopening Risk Assessment June 2020**

*Headteacher:Sarah Soyler*

*Shared with:*

*Governors 22/5/2020*

*SLT 22/5/2020*

*Staff Y 29/5/2020*

This plan addresses the issues raised on the risk assessment and gives detailed guidance of the mitigating actions.

This plan will be reviewed daily and weekly as part of our ongoing dynamic risk assessment procedures during the pandemic and in response to any increase in numbers attending school

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| **Issue/risk area** | **Identified risks** *(Pre populated with examples of key risks but each school will need to review its own risks)* | **Overall assessment of risk BEFORE mitigation** **(Red/Amber/Green)** | **Mitigating actions***(Including who will be responsible)* | **Overall assessment of risk AFTER mitigation** **(Red/Amber/Green)** | **Evidence to support assessment** |
| **Site issues (Cleaning, Catering, Equipment and suppliers)** | Risk of inadequate preparations for re-opening parts of schools leads to infection or other risks e.g. cleaningDeliveries including post | RED | Deep clean completed during closureShorter day - till 2.30 for reception children supports additional cleaning timeClose 1pm Fridays Time allocated- 1 day- for reorganising rooms/ resources before openingTime allocated for staff induction in small teamsDaily briefings/ debriefing/ updating of guidelinesPPE and additional cleaning supplies ordered and received in advance of openingJuniper policy pack, inc RA received and incorporated into plansDeliveries to bike shelter- site supervisor to handle after 24 hoursBox outside front door to receive post etcFSM food parcel collection/ delivery to take place from bike shelter not EYFS play area |  | Juniper Policy pack Staff handbook highlights and sets out cleaning regimeStaff briefing powerpoint |
|  | Risk of infection from parents/ visitors to school |  | No visitors to school- email/ phone contact onlyIf face to face contact required it takes place out of doors at an appropriate distanceClear guidance to parents on expectations of social distancingGates supervised to minimise parent contactat start/ end of each sessionsGates closed promptlyChildren received in playground If children are upset parents try to settle them outside- if not go homeSoft start 15 minute window 9-9.15 childcare group/ 9.30-9.45 reception children.End of day reception 2.15/ 2.30 childcare 3.00Late collections stay in class until parent arrivesNew virtual procedures in place for admissions of EYFS pupils or mid phase - face time interviews/ electronic document sharing/ virtual tours of school/ zoom parent info sessions to be led by JZ |  |  |
|  | Risk that catering arrangements do not allow for social distancing to be maintained resulting in higher infection risk. |  | Lunches to be eaten in classrooms supervised by bubble staffFlexible lunch period managed by bubble staff |  |  |
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| **Staffing** | High infection risk due to staff unable to maintain social distancing High risk of infection due to staff unable to maintain social distancing as move around school or need to pass through rooms |  | Hand Washing routine as staff arriveVisual guides to handwashing displayed across schoolAdequate space allowed for staff:* staggered breaks throughout the day
* additional staff room set up in a classroom- staff assigned to one room
* allocated toilets to reduce number sharing

regular and routine cleaning of staff spaces health and hygiene guidance for shared spacesinduction/ training as staff rejoin the schoolNo off site lunch breaksroutes around the building identified- external routes to avoid passing through classroomsinternal doors open to avoid handles etcstaff wash hands before leaving base room and return to itstaff use fobs to sign in/ outinternal door propped open |  | staff handbookdaily changes- debrief pm and am briefing and SLT updates if mid day  |
| Due to self-isolation, shielding and illness, there is a risk of staff shortages to safely deliver education/care to specified year groups |  | Health monitoring advice given to staffStaff availability ascertained as part of planningEach group of children to be “over staffed” to allow for absence/ loss of availabilityPhased return delays return of some staffOngoing daily review/ weekly reviews to risk assess ongoing situationConsider closing or reducing numbers of children if staff levels not at a safe level |  | Staff rotaminutes of review meetingsamended rotas if applicable |
|  | Risk that staff cannot safely travel to work which results in staff shortages or higher infection levels |  | Staff availability ascertained as part of planningEach group of children to be “over staffed” to allow for absence/ loss of availabilityWhere possible staff who drive/ walk/ cycle will be prioritised to work on site and those who cannot to work from home Parking restrictions suspended enabling more staff to drive (check this)/ poss use of section of playground for overflow parkingAllow shorter working day for those who use TfL to avoid peak travel times- included in planning bubblesOngoing daily review/ weekly reviews to risk assess ongoing situationconsider closing or reducing numbers of children if staff levels not at a safe level |  | Audit of staff travelstaff rota |
|  | High proportion of BAME staff at higher risk of infection leads to greater staff shortages |  | Staff availability ascertained as part of planningEach group of children to be “over staffed” to allow for absence/ loss of availabilityAssessment of staff profile indicates that sufficient staff available to safely manage a slow and safe start to reopening school. Any staff, particularly BAME staff with underlying health conditions will be deployed to work from home where possible or at school in roles that do not pose the highest risk e.g. not administering 1st aid/ intimate care. This will be in consultation with individuals and based on individual risk assessmentsPPE is available to staff who wish to wear itOngoing daily review/ weekly reviews to risk assess ongoing situationconsider closing or reducing numbers of children if staff levels not at a safe level |  |  |
|  | Risk of infection to staff related to young children’s ability to follow social distancing rules and in meeting intimate care needs |  | Training for children in hand washing, avoiding close contact etc Staff to avoid close contact with children- keep distance, sit to side not face on, avoid talking at eye levelPPE for intimate care needsregular cleaning and hand washing regime |  |  |
| **Pupils attending school** | High infection risk due to pupils and staff unable to maintain social distancing - through not being able to keep small groups apart |  | Children will be in small stable groups with same team of adults.Strict limits on numbers in each classroomOak/ Beech/ Hawthorn/ Willow/ Rowan 10 chnNursery 15Elm/ Lime/ Holly 12Classes will not mix indoorszoned space in outdoor area limits mixing Numbers using outdoor space will be limited and access staggered through the day.Staggered lunchtimes and segregated play areasRegular handwashing and cleaning of frequently touched surfaces Allocated toilets |  |  |
|  | Risk site is not big enough to offer learning to specified year groups in line with DfE guidance on social distancing measures |  | Audit of school site confirms it is not big enough to accommodate all year groups. Phased return will focus on key worker children followed by groups of Reception children only. An upper limit will be placed on numbers UNTIL guidance on social distancing is lifted or changed significantly.Ongoing evaluation of what is on offer |  |  |
|  | High infection risk due to pupils not following handwashing guidance |  | Control measures in place- routine frequent handwashing- staff will monitor and regulate thisParents will be given time to prepare children for this regime |  |  |
|  | High infection risks due to pupils not moving around school at safe distance from other groups |  | Restrict moving around school- use adjacent toiletsNo unsupervised movement around the schoolseparate play areas for identified groupsseparate gates/ 1 way system for drop off and collectionStaggered start and finish times |  |  |
|  | High proportion of BAME pupils and higher risk of infection within some communities  |  | Robust cleaning and hygiene routinesAttendance at school will be optionalAdvice will be given to individual families upon request |  |  |
|  | Risk of transmission from clothing if school uniform and staff dress codes are enforced |  | Uniform remains optionalChildren and staff will be required to wear fresh clothes each dayInformation about likely life spans of virus on different surfaces available to staff  |  |  |
|  | Risk of transmission during the conduct of practical activities in school |  | Hard to clean materials and equipment will be removed from classroomsThorough and regular cleaning of frequently touched surfaces by classroom staff wearing glovesRotation of some resources- taken out of circulation for recommended timeStaff involvement in identifying safe/ unsafe activities as part of planning process.Sensory and tactile materials single use or not in use |  |  |
|  | Risk of students spreading infection deliberately (e.g. deliberately coughing on other students or staff) |  | Children are young and will therefore be closely supervisedThey will have regular reminders of expectations of behaviourChildren who deliberately or repeatedly do this, or cannot help themselves will be sent home. This will be treated as an exclusion.Guidance to parents sets out expectations |  |  |
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| **Journeys to and from school** | High infection risk due to parents and/or pupils not observing social distancing on journeys to and from school |  | Clear guidance and regular reminders for parents as part of preparationOne way system for entry/ exit supervised by SLTLow numbers in attendanceStaggered start/ end timesplayground closed promptly at end of daychildren do not use public transport |  |  |
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| **Fire Safety** | Risk of unsafe fire management practice due to staff shortages |  | Higher than normal staff ratioStaff inductionAdditional staff briefed on fire marshall trainingFire drill in first week of reopeningregular drills as additional staff/ children return to school |  |  |
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| **First Aid and Pupils with Medical Conditions** | Risk that first aid arrangements and equipment do not provide adequate protection for staff against infection  |  | Each group will have individual first aid kitsFirst aid will be administered in class to avoid movement around schoolPPE available in each room as part of kitGuidance to staff about infection control as part of induction |  |  |
|  | Risk that first aid arrangements do not provide adequate support for pupils due to staff shortages |  | High numbers of first aid trained staff exist ensuring adequate rations can be maintained Dynamic review and risk assessment to monitor this daily/ weekly |  |  |
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| **Pupils with Special Needs** | Risk the needs of pupils with complex SEND cannot be safely met in school |  | Individual RAs completed by Inclusion lead and teamwith some support from servicesdecision about return to school made in consultation with parents on individual basisbased on risk of infection/ risk of spreading infection/ level of support and impact on group size/ density highest risk pupils not admitted |  |  |
|  | Risk the needs of pupils with complex SEND cannot be safely met out of school |  | Ongoing support for parents and activity packs sent homeWeekly follow up callsAdditional virtual sessions in planning stage |  |  |
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| **Communication** | Risk that pupils and parents do not understand the new arrangements; behaviour resulting in increased infections |  | Clear guidance and regular reminders to all parties Newsletters/ phone calls/ posters etcOngoing daily/ weekly reviews and RAs of situation |  |  |
| **Staff wellbeing** | Risk of mental health impacts  |  | SAS counselling availableMental health first aider available Mindfulness coach on staffRegular breaks throughout the dayOver staffing will allow time out of class on a rotaTeam leader debriefs/ reviews daily/ weekly |  |  |

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| **Recommendation: *Taking into account our analysis of risks and mitigating actions, I recommend* It is not safe to open to all year groups given the size of the building and the availability of staff. The risks can be reduced by maintaining a lower number of pupils in school. Therefore the** **proposal is to open up childcare for critical workers and vulnerable children, allowing capacity of accommodation and staff to expand this offer and, once established bring in small numbers of Reception children over a period of 3 weeks.** |

**Annex – Guide to assessing risk**

**Impact:**

This is the potential impact of the risk on the organisation should it materialise. You can use a scale between 1 and 4 to rate the impact.

**Likelihood:**

This is the probability of the risk occurring.  You can rate the likelihood of the risk 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.  You should then use this rating to prioritise the risk.



***High Level Risks*** are risks rated **9-16** are coded **RED**.  You should prioritise and manage these risks first.

***Medium Level Risks*** are risks rated **6 – 8** 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 therisks with the risk rating of **1 – 4** are coded **GREEN**. These risks require limited action but they need to be reviewed regularly to ensure they are not posing any threats.