



Medina Risk Assessment – Full School Opening September 2020

This risk assessment should be read in conjunction with key Department for Education guidance including the following:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

| BUILDING & HEALTH & SAFETY | | | |
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| Area of Risk | Actions prior to opening | By whom | Done |
| Contamination school - | <ul style="list-style-type: none"> • Deep clean prior to opening last week in August • Tape marking in corridor to aid social distancing – ensure still fit for purpose • Ensure additional cleaning products and resources e.g. hand sanitizer • Continue for first half term with site manager’s adjusted hours to ensure cleaning throughout the day • Site review/walk around by HT/Site manager – 1/9/20 • Ensure PPE is available • Breakfast club to start 14/9/20. Wk beg 7/9/20 establish which children will take up • Posters displayed around school warning of risk and hand washing – check in place • Pedestrian pathway to be marked to indicate one way system to aid social distancing • Set up cleaning stations in YR, Kitchen area, Office, pastoral room and Conference room • Conference room to continue as an isolation room with appropriate furniture which can be easily cleaned. • Notices to be put on external doors – check still in place • Staff meeting for all members of staff – Wednesday 2nd September • Pirate ship/Trim trail back in use – Only for use by Y1/Y2 bubble | <p>AB</p> <p>HP</p> | |

| Contamination - classrooms | <ul style="list-style-type: none"> • Deep clean prior to opening – last week in August • Organise classroom so that children are forward facing and surfaces are clear of clutter – 22/7/20 • Tape on floor to support distancing from teacher zone • Individual wallets for pupil resources to be ordered • Order pupil resources – pens pencils etc. | AB Class teachers HP | |
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| BUILDING & HEALTH & SAFETY | | | |
| Area of Risk | Actions when open | By whom | Done |
| Contamination school - | <ul style="list-style-type: none"> • Fire evacuation practise – Week beginning 7/9/20 • If infection rate grows, bubbles will be reviewed, with class size bubbles introduced if necessary • The majority of staff will be in phase bubbles, a few staff will work with children from different bubbles e.g. school leaders, Inclusion manager, ELSAs PPA teachers, further precautions will be taken to reduce the risk for these staff members (teachers will be expected to keep 1m away from pupils and to adhere strictly to regular hand washing) • Water fountains outside – shut • Library initially shut • Spaces including hall, field, playground to be timetabled no ‘bubbles’ mix • Continue increased supervision of pupils moving around the school. Movement around the school only to be done when absolutely necessary. When moving around the school, children to walk on the left hand side and adhere to social distancing. • Strict supervision and teaching of hand washing – particularly important for children returning to school for the first time • Hand washing to continue – before and after break and lunch time • Strictly enforce no more than 3 children in the toilets at any one time including for hand washing. During class time children to be escorted and monitored to the toilet. Strictly children from a bubble at any one time. • Interior doors to be kept open • Windows to be open for ventilation | AB HP/RH All staff | |

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| | <ul style="list-style-type: none"> • Due to the pinch point in the corridor by the KS2 toilet, there must be strict supervision of children in the KS2 bubbles both before and after break and lunchtimes. | | |
| Contamination visitors to school – | <ul style="list-style-type: none"> • If there is a visiting person in the office – visitors must wait outside the building observing social distancing until the office is vacated • All visitors to use hand sanitizer on arrival • When signing in all visitors to leave a contact phone number • Parents to call the school office in advance of collecting their child or if visiting the school for any reason • If it is necessary to meet any member of staff – social distancing must be observed and appropriate ‘large’ room used • Regular visitors e.g. Sp & lang/Ed Psych/Music teachers to be informed of current school protective measures • Once pupils are inside the building, gates and main entrance will be closed | All staff HP | |
| Contamination - classrooms | <ul style="list-style-type: none"> • Each classroom to have alcohol gel, for Reception children handwashing with running water regularly throughout the day • Individual named packets in work spaces • Children to use tray on their table to store books, stationary and water bottles. Lunch boxes to be stored in crates and children to sanitize hands before eating lunch • Pupils to continue to bring water bottles to school. Pupils to refill own bottle at the beginning of day after hand washing. Indoor water cooler to be regularly cleaned • Coats to be kept on pegs, children to be supervised in small groups to hang up and collect coats • Children to work outside as much as possible • Only essential equipment in use to aid cleaning • All resources to be cleaned after use from small multilink bricks to ipads. Any small equipment such as counters to be left in a Milton bath overnight and left on a paper towel to dry. | AB Class teachers AB to drain equipment. | |

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CHILDREN

| Area of Risk | Actions | Staff | Notes/Done |
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| Contamination general | <ul style="list-style-type: none"> • Ensure desks are where possible facing forward • Classrooms kept clutter free so surfaces are easy to wipe clean • Continue increased hand washing – after play, before and after lunch as a minimum and gel on arrival before home time • Packed lunches to be eaten in classrooms or when weather allows outdoors. Hot dinners to begin week beginning 7/09/20. Lunchtime arrangements in phase bubbles • Whenever children line up, social distancing to be observed – children to be regularly coached and encouraged by all adults to do this • Staff to continue with child friendly vocabulary (Safe Spacing, Safe spot) to enable to children to remember the social distancing guidelines • Some pupils may need a sensory break, one adult to accompany pupil outside preferably, if the break is taken inside the pastoral room will be available. Pupil and staff to wash hands before returning to class. Sink available in pastoral room. Staff to wipe appropriate surfaces that the child has touched • Children who require close contact 1:1 support will be covered by the ‘Intimate Care Policy.’ | Class teachers HP to liaise with Caterlink AB | |

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| Contamination of equipment | <ul style="list-style-type: none"> • All tables and chairs to be cleaned after lunch • Children will take home a reading book. On returning books will be quarantined for 48 hours. Reading record not to be kept. • P.E kit not to be brought in but appropriate footwear to be worn • Children to only bring into school: lunch boxes and water bottle. Pupils to be reminded to only bring the essentials to school. Adults to discourage pupils from bringing in mobile phones. • Playtime equipment for each bubble available which will be regularly cleaned. Continue to encourage games that enhance social distancing and teachers to re-teach these appropriate games. | All staff | |
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| STAFF | | | |
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| Area of Risk | Actions | Staff | Notes/Done |
| Contamination – prior to opening | <ul style="list-style-type: none"> • All staff expected back to their usual contracted hours in September, Government shielding advice to be reviewed on the Aug 1st. Those that are clinically extremely vulnerable or are living with those that are CEV to inform HP by August 31st and a meeting between school and staff member will be arranged. | HP All staff | |
| Contamination | <ul style="list-style-type: none"> • Staff have a duty of care under the Health and Safety at work Act 1974 to be vigilant and take responsibility for themselves and those around as far as reasonably practicable • Coach and train pupils in new procedures e.g. increased hand washing, walking around the classroom, walking around the school, toilet arrangements, sneezing and coughing into elbow, not going to the office, using the information displayed on posters • Encourage pupils to not touch their faces with their hands and follow the ‘Catch it, Bin it, Kill it’ approach | All staff AB | |

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| | <ul style="list-style-type: none"> • All staff to use their judgment on whether a room is too full for them to keep a safe distance. • Statement 'Remember Social Distancing' to be used by staff when they feel other staff members are not applying the guidelines • Staff to adhere to social distancing in all areas of school – during meetings/in staff room/in office • Staffroom to be regularly cleaned- staff to put own cup in dishwasher immediately after use. Hand sanitizer available for use. • Staff within 'bubbles' to organise appropriate breaks • Staggered start break and lunchtimes • Staff room max of 5 with only table and hard backed chairs to be used. • If a child soils or wets themselves normal practise to be continued but PPE to be worn | | |
| Contamination - equipment | <ul style="list-style-type: none"> • Staff to use the computer in own 'bubble' only • All staff to use hand sanitizer when using the photocopier • Train pupils to use set equipment at break times and lunchtimes | All staff AB | |
| Contamination- administration | <ul style="list-style-type: none"> • Parents to be strongly encouraged to pay for everything online | HP All staff | |
| Contamination – Minor Injuries and Illness | <ul style="list-style-type: none"> • PPE provided which will include – gloves, gown and face masks • When treating a child appropriate PPE should be worn but gloves and masks are essential • All children showing signs of covid 19 (a new and continuous cough or a high temperature or a loss of taste or smell) are taken to the conference room and office informed by phone or in person | HP All staff | |

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| | <ul style="list-style-type: none"> • When child is collected from conference room parent and child to leave via the conference room door. Admin staff to sign pupil out • If a child has a physical injury and is treated, appropriate PPE must be worn i.e. gloves , then gloves discarded after use and member of staff washes hands for at least 20 seconds • Inhalers to be kept in classrooms. Staff to supervise their use. • All children showing signs of any other illness other than covid 19, bubble teacher and TA to use their judgement to administer first aid e.g. glass of water, fresh air, time out. If child does not show signs of improvement in an appropriate period of time, then teacher makes a decision as to whether the child goes home. If this is decided, office to be informed and child remains in class until collected. | | |
| Contamination - learning | <ul style="list-style-type: none"> • All staff members should adhere social distancing where at all possible although for reception and Y1 children it will be difficult. • Pupils should be discouraged from sharing resources unless directed to. • All adults should wash their hands before and after handling books. • P.E and games lessons should be non-contact • Teachers and TAs to modify teaching approach to keep a distance from your class as much as possible • Maintaining usual school routines as far as possible is important. • During the first week of school, children to be made aware of the new expectations about behaviour, routines and systems. • All staff to be made aware of Learning plan for recovery curriculum which will be followed for the first three weeks of term. | | |
| Contamination - Behaviour | <ul style="list-style-type: none"> • Staff to be patient with pupils on their return to school knowing that children have been through a traumatic time. • All staff to continue to teach and positively reinforce new rules to help them to regain the trust in Medina, particularly those who have not been to school during lockdown. • If pupils are continually unable to follow the social distancing rules that put staff and other pupils at risk then the class teacher informs parents immediately and then if it continues, HP will contact parents. Possible sanctions include, separate space, reduced timetable and/or exclusion to be considered. | <p>All staff</p> <p>HT/EH</p> <p>EH/DM</p> | |

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| | <ul style="list-style-type: none"> • Emma H, Debbie M and Debbie W to support pupils who display signs of anxieties. Emma H will plan which pupils requires regular ELSA support. | | |
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| PARENTS | | | |
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| Area of Risk | Actions | Staff | Notes/Done |
| Contamination | Parents to be informed of the following general information: <ul style="list-style-type: none"> • Staggered school start and finish times for 'bubbles' • Parents of Y5 and Y6 pupils to be encouraged not to come into school • Communication for all parents to be through email or phone. Medina staff to follow up enquiries. • Parents of all pupils to leave child in 'drop off zone' • Parents asked to arrive on time and leave the immediate school area quickly to allow parents dropping children off to maintain social distancing – reinforced by senior teachers as children arrive and depart. Signage for parents displayed at end of pedestrian pathway • At the end of the day, parents to wait in clearly identified class collection zone • Parents to be encouraged to communicate to school by the email system and use payments system • Parents to call the school office in advance of collecting their child early | HP All staff | |

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| | <p>Parents to be informed of the following information regarding illness:</p> <ul style="list-style-type: none"> • If a child develops any symptoms of the virus – (see above) they must keep the child off school and take the child to be tested. ?????? | | |
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What happens if a child has suspected symptoms?

- Child to be moved to Conference room where they can be isolated – depending on the age of the child appropriate adult supervision. Sign on door to be used and taken off when cleaned. PPE should be worn by staff dealing with the child if a distance of 2 metres cannot be maintained
- Parents must be immediately phoned and asked to collect
- If the child in isolation needs the toilet they must use the mens'/disabled toilet and this cannot be used until cleaned. Men will have to use the ladies toilets during this time.
- If they are seriously ill call 999
- If a child has suspected symptoms parents must follow the guidance and ensure the child is tested and must not return to school until a negative result is presented. If there is a positive result the child cannot return for at least 7 days and not until they do not have symptoms other than a cough.

Staff member who has helped a pupil a pupil with suspected symptoms

- If a member of staff who helped a pupil who was taken unwell with the symptoms they do not need to go home unless they develop symptoms themselves.
- The member of staff must wash their hands for at least 20 seconds

Staff member who has suspected symptoms

- If any member has suspected symptoms they must go for testing together with their entire household
- If results are negative they can return to school as soon as reasonable possible
- If result is positive they must follow the guidelines

In addition see Covid Cleaning Risk Assessment.

Signed: H Payne (Headteacher)

J Coonie (Chair of Governors)

September 2020