

COVID19: School Roadmap of Easing Restrictions 2021 Risk Assessment and Action Plan

SCHOOL NAME: Great Bradfords Infant & Nursery School

OWNER: Anita Easton

DATE: 15.5.2020 updated: 8.6.2020 updated 5.1.2021 updated 1.3.21 updated 13.5.21

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the phased re-opening of the school and ensure the school continues to operate in a safe way. [This document has been updated in accordance with DfE guidance relating to the Closure of schools.](#)

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- CYP Response Plan
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

Steps of Re-opening Preparation:



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*The below table includes examples in grey, these are not exhaustive.

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Preparing Buildings and Facilities	Premises and utilities have been health and safety checked and building is compliant. <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	Site Manager is unavailable	H	Source alternative suitably trained person –this will be the Headteacher in the first instance	15.5.20	L
			M	Carry out a formal / recorded full pre-opening premises inspection.	18.5.20	L
			M	School has not been closed so all maintenance checks carried out as normal Site manager carry out usual checks after ½ term break	1.6.2020 – checks now completed and ongoing All checks are ongoing – no breaks Ongoing	L

	Office spaces re-designed to allow office-based staff to work safely.	Office does not need changing as adequately spaced.	M	Floor tape in place to restrict access to office staff from others. Screen to be placed between desks which face one another.	20.5.20 11.1.21	L
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.	M	2-meter markers are present on floors. One way system in place to enter and exit the school. Signage in place. Signage replaced where necessary and checked all ok for 8.3.21 No changes	29.5.20 1.3.21	L
	Consideration given to the arrangements for any deliveries.	Site manager unavailable to co-ordinate delivery	M	Office staff to direct delivery. All deliveries left outside office. These arrangements will continue as have been effective. No changes	13.5.20 1.3.21	L

Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these. NB: In the event of emergency the priority is getting out of the building calmly regardless of social distancing.	Current evacuation routes are suitable as bubble groups are small.	M	Remind staff of evacuation procedure and share with all staff and children.	1.6.20 all staff have been reminded.	L
		Assembly areas are too close.	M	Move reception and year 1 classes further apart	1.6.20 RA notes all staff and children are fully aware of correct fire drill procedures. No fire drill will take place as the risk of contaminating bubbles would be too high.	
	Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.	No children or staff currently affected		Fire drill. Office staff to distribute current 'closure' registers in the event of a fire.	Alarm is checked weekly. 4.1.21 Fire drill will be carried out once all children have returned. Staff will be notified of the day in advance to ensure correct protocols are followed. 5 staff have now been trained as Fire Wardens. 1.3.21 No changes	L

Cleaning and waste disposal	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.		M	<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Hand towels and handwash are to be checked and replaced as needed by cleaning staff and staff in bubbles if needed during the day.</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p> <p>Cleaners to change gloves and aprons between cleaning classrooms.</p>	<p>1.6.20 extra supplies purchased. Cleaners top up at end of day. Other staff top up as needed. Anti bac etc... in all classes. Hand soap in all classes. Anti bac wipes in toilets and by photo copiers.</p> <p>4.1.21</p> <p>4.1.21</p>	L
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	Regular staff ill and unable to work	M	Fiona is available for cleaning if needed	1.6.20 all cleaners are working well.	L

	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p>No hand sanitiser for visitors to reception.</p> <p>Classrooms do not have tissues.</p> <p>Low supply of soap.</p>	M	<p>Hand sanitiser available at the school entrance</p> <p>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</p> <p>Stock check and ordering schedule reviewed and order made.</p>	<p>20.5.20</p> <p>Stock continually replenished. 1.3.21</p>	L
	<p>Waste disposal process in place for potentially contaminated waste.</p>		M	<p>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</p> <p>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</p>	<p>1.6.20 to be stored on bottom playground until able to dispose of correctly.</p>	L
Classrooms	<p>The number of staff and CYP that can use each room at any one time has been determined by the needs of the activity</p>		M	<p>Nursery = 39</p> <p>Reception = 30</p> <p>Years 1 + 2 = 30</p>	<p>18.5.20</p> <p>17.5.21</p>	L

				Full reopening has meant that class sizes will accommodate all children.	1.3.21	
	Classrooms have been re/arranged to allow as much space between individuals as practical.		M	All soft furnishing, tables etc not needed have been removed. Classrooms have been arranged to facilitate the best layout for learning and group activities	18.5.20 17.5.21	L
	Classroom entry and exit routes have been determined and appropriate signage in place.		m	One way system in place. Signage in place.	1.6.20 One way system shared and working well. SLT around to ensure all are clear of system. Systems in place continue to be in operation.	L
	Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment or stationery should be prevented where possible. Shared materials and surfaces should be cleaned and disinfected more frequently		L	All equipment suitable for each class. Minimal sharing where possible • Wash hands posters and reminders	17.5.21 20.5.20	L

	Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.	No COVID19 information posters currently in place. Limited reminders/ awareness for children.	M	<ul style="list-style-type: none"> Other Covid posters displayed 	All ongoing	L
Staffing	Staffing numbers required for full reopening have been determined including support staff such as facilities, IT, midday and office/admin staff.		H	<p>All staff are working their usual hours</p> <p>All usual staff in EYFS are Paediatric First Aid trained</p>	<p>17.5.21</p> <p>1.3.21</p>	M
	Approach to staff absence reporting and recording in place. All staff aware.		H	<p>Staff to phone Headteacher to notify absence immediately.</p> <p>Staff to notify if Covid symptoms.</p>	Ongoing	M

	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.	Lack of staff available for cover	M	Staff in class would be able to cover short term. HLTA available for longer term cover. HT, DHT and SENCO available if needed.	Ongoing	L
	Approaches for meetings and staff training in place.			Meetings have returned to usual schedule. They will be socially distanced in the hall.	Ongoing	
	Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision.			Home learning to duplicate school leaning where possible via Tapestry, Class Dojo and/or zoom – support from year group colleagues as appropriate	Ongoing	
	Consideration given to the options for redeployment of staff to support the effective working of the school. If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.			LSAs may be required to lead some groups if not enough teachers on site to cover numbers or during PPA.	Ongoing	
	Approach to support wellbeing, mental health and resilience in place, including bereavement support			Staff are aware of available support and advice for schools and pupils available	Ongoing	

	How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.			from ECC, including the Educational Psychology service https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx <u>X</u> The Bereavement Policy has been shared.		
	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.			Staff clear on guidance. All staff eligible to home test are provided with LFD tests. Tests should be taken twice a week and results reported.	Ongoing	
	The approach for inducting new starters has been reviewed and updated in line with current situation.			Only new starters in September. Plans in place and already implemented to provide information. New starters can be spoken to via phone or zoom prior to starting. No visits on site.	Ongoing	
	Any staff contracts that need to be issued, extended or amended considering the current situation have been.			Fixed term contracts to be reviewed by HT	9.7.21	
	Any HR processes that were in-train prior to or put on hold due to the COVID19			None		

	emergency, have been appropriately resolved.					
	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>			<p>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</p>	Ongoing.	
	<p>Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.</p>			<p>No external coaches on site this term.</p> <p>Explore possibility of clubs for final ½ term</p>	21.5.21	
Social Distancing	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> Staggered school drop off/pick up times and locations (if possible) Staggered or limited amounts of moving around the school/ corridors Classroom design Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches Toilet arrangements 			<p>Drop off, pick up times are staggered.</p> <p>Children remain in class bubbles.</p> <p>Children in year group bubble outside</p> <p>Lunch times with year group bubble. Children called to collect lunch in small groups to avoid queueing</p>	Ongoing	

				Each bubble has own toilets for pupils. Staff allocated own set of toilets where possible. Anti bac wipes and waste disposal in all adults toilets.		
	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.			On arrival, children wash hands and/or sit at table to wait their turn. Parents/carers and children reminded of protocols.	1.6.20 No breaches. System working well 1.3.21	
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.			Handwashing and cleaning upon arrival	Ongoing	
	Approach to assemblies – if still occurring, plan in place to manage social distancing.			Daily year group assembly on a rota for R, 1 and 2.	Ongoing	
	Social distancing plans communicated with parents, including approach to breaches.			Parents aware of rules / expectations	Ongoing	
	Arrangements in place for the use of the playground, including equipment.			Playground in full use one year group bubble at a time. Children wash / sanitise hands at the end of breaks.	Ongoing	

Catering	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.		M	Juniors provide lunches and they are in operation	Ongoing	L
PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.		M	All staff have been issued 2 face masks and a moisture resistant visor. All staff are aware when these should be worn.	Ongoing	L
Response to suspected/ confirmed case of COVID19 in school	Approach to confirmed COVID19 cases in place: during school day <ul style="list-style-type: none"> Which staff member/s should be informed/ take action Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated Cleaning procedure in place Arrangements for informing parent community in place 		H	<p>Actions:</p> <ul style="list-style-type: none"> Inform Headteacher and office staff Office staff phone home for child/adult to be collected immediately First aid room to be used while waiting. Nursery to use own first aid area while waiting for parent. Anita/Jane/Vanesa office staff to agree who calls parent community of that bubble to advise all children to go home and isolate for 14 days. 	Ongoing	M

				<ul style="list-style-type: none"> • Staff in that bubble also to isolate. • Area coned off until cleaners arrive to deep clean. Ensure masks, gloves and aprons are worn and disposed of immediately after cleaning contaminated area. 		
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Approach to relocating CYP away from certain parts of the school to clean, if possible • Cleaning procedure in place • Arrangements for informing parent community in place 		H	<ul style="list-style-type: none"> • Anita/Jane/Vanesa office staff to agree who calls parent community of that bubble to advise all children to go home and isolate for 14 days. • Staff in that bubble also to isolate. • Area coned off until cleaners arrive to deep clean. Ensure masks, gloves and aprons are worn and disposed of immediately after cleaning 	<p>Ongoing: School to email all parents of children in school to remind them to keep children off with symptoms and to keep school notified</p> <p>New out of hours contact number set up to report cases. Number shared with parents/carers 07876135471</p>	M

				contaminated area.		
	Approach and expectations around school uniform determined and communicated with parents.			Uniform to be worn daily. PE kits worn on PE days to avoid too many things brought in to school	Ongoing	
	All students instructed to bring a water bottle each day. Water fountains not in use or strict social distancing and cleaning arrangements in place.			yes	Ongoing	
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.			Yes	Ongoing	
	Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> Financial Increased FSM eligibility Referrals to social care and other support PPG/ vulnerable groups 			Ongoing – as info becomes available to us	Ongoing	
Transition into new year group What will need to be different this year	Online/ website support for families and young people around transition.			Yes. Website updated regularly. Juniors have sent info to year 2 parents. Reception starters have welcome letter and a planned meeting in June.	Ongoing	

because of COVID19?				Plans for more info to be sent out. Meet new teacher morning planned for 25.6.21		
Safeguarding	Individual CYP's risk assessments are in place and welfare checks being undertaken.	Re-opening arrangements not reflected in risk assessment.	M	Review risk assessments for children to ensure they reflect any changes due to reopening arrangements for eligible year groups	Ongoing	
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.			Staff refresher training session on processes and procedures and the revised wellbeing material.	Ongoing	
	Updated Child Protection Policy in place.			Ratified updated CP Policy	Updated March 2021	
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.			Teachers reviewed plans	Ongoing	
	Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place? Each activity should be risk assessed and should not be run unless the risks can be mitigated			Any practical activities regularly reviewed. PE will take place outside if appropriate to curriculum activity	Ongoing	

	Whole school approach to adapting curriculum (S/M/L term), including: <ul style="list-style-type: none"> Wellbeing curriculum recognising 'non-curriculum' learning that has been done capturing pupil achievements/outcomes 			staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support PSHE curriculum and circle time facilitates good coverage of emotional wellbeing.	Ongoing	
	Student behaviour policy reviewed and amended where necessary in line with the current circumstances.			To be reviewed and shared	Complete	
	Annual reviews.			Annuals reviews may be held is social distancing measure can be maintained. Rooms/surfaces used to be cleaned before and after meeting.	Ongoing	
	Requests for assessment.			Any requests have already been made. Other request would be submitted via secure email	Ongoing	
Attendance	Approach to supporting attendance for prioritised year groups determined.			Normal attendance procedures apply	Ongoing	
	Approach to support for parents where rates of persistent absence were high before closure.			Discuss with attendance officer	Ongoing	

Governors/ Governance	Meetings and decisions that need to be taken prioritised.			All governor meetings are via Zoom. Papers shared in advance and all questions and responses sent via email prior to meeting. All emails minuted and paper work kept.	24.6.21 8.7.21	
School events, including trips	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.			Minimal events planned. Sports Day is planned for July 2021	Ongoing	
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.			Any potential claims have been submitted		
	Insurance claims, including visits/trips booked previously.			N/A		
	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.			Current partnerships are working well. All meetings via zoom currently.	Ongoing	