

March 2021 Reopening: Operational Risk Assessment



Churchfield C.E. Primary Academy

Title: March 2021 Reopening

Owner: Gareth Lloyd (Head of School Churchfield C.E. Primary Academy)



Drafted : 23/02/2021

Consultation :26/02/2021

Reviewed:

Amended:

Approved: 04/03/2021

This Risk Assessment will be reviewed weekly by the Senior Leadership Team

Any changes will be immediately communicated to all staff, the LAC and parents

March 2021 Reopening: Operational Risk Assessment

Significant Hazard	Persons Affected	Controls	Risk Rating	Action Required	Action by whom and by when
Section 1: Public Health Advice to minimise coronavirus (COVID-19) risks					
Spreading Covid19	Staff Pupils Parents	<p>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</p> <p>Pupils, staff and other adults must not come into the school if:</p> <ul style="list-style-type: none"> they have one or more coronavirus (COVID-19) symptoms a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms 9 they are required to quarantine having recently visited countries outside the Common Travel Area they have had a positive test <p>They must immediately cease to attend and not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> the start of their symptoms the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral 	Medium	Share Parental Agreement (appendix 3) with parents and pupils who join during the school year.	GL/ Office staff Continuing

March 2021 Reopening: Operational Risk Assessment

Significant Hazard	Persons Affected	Controls	Risk Rating	Action Required	Action by whom and by when
		<p style="text-align: center;">Flow Device (LFD) or Polymerase Chain Reaction (PCR) test</p> <p>Children who have been given Calpol (or other paracetamol products) should not come in to school that day, as these medicines can mask symptoms of Coronavirus.</p> <p>If anyone in school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), school:</p> <ul style="list-style-type: none"> • must send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days • should advise them to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection • should advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19) <p>Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not</p>			

March 2021 Reopening: Operational Risk Assessment

Significant Hazard	Persons Affected	Controls	Risk Rating	Action Required	Action by whom and by when
		<p>have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test.</p> <p>Any child or adult awaiting collection should do so in the designated quarantine room (SLT Office), with door closed and window open. If that person needs to go to the toilet they should use Disabled toilet, which should then be cleaned with disinfectant before being used by anyone else. A sign should be affixed to the door warning of no entry until such time as the toilet has been cleaned.</p> <p>PPE (disposable gloves, disposable apron, covering of nose and mouth and face shield) should be worn by staff if a safe distance of 2m can not be maintained between themselves and any person displaying symptoms.</p> <p>Any member of staff who has provided close contact care to someone with symptoms, while wearing PPE and all other members of staff or pupils who have been in close contact with that person with symptoms, if wearing a face covering, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> The symptomatic person subsequently tests positive 		<p>Keep SLT office clear of unnecessary furniture, resources and equipment. Move important resources etc to Principal's office.</p> <p>Ensure there is a supply of PPE is in school</p>	<p>SLT and Caretaker continuing</p>

March 2021 Reopening: Operational Risk Assessment

Significant Hazard	Persons Affected	Controls	Risk Rating	Action Required	Action by whom and by when
		<ul style="list-style-type: none"> They develop symptoms themselves (in which case, they should arrange to have a test) They are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated). <p>Everyone who has had contact with someone who is unwell should wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser.</p> <p>The area around the symptomatic person should be cleaned with normal household disinfectant after they have left.</p>		Ensure sufficient soap and hand sanitiser is in school	
Spreading Covid19	Staff Pupils Parents	<p>Ensure Face Coverings are used in recommended circumstances</p> <p>Face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering.</p> <p>Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after</p>	Medium	Ensure a supply of face masks is available in school for those who need them.	

March 2021 Reopening: Operational Risk Assessment

Significant Hazard	Persons Affected	Controls	Risk Rating	Action Required	Action by whom and by when
		<p>carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</p> <p>Follow guidance on safe wearing, removal and disposal of face coverings.</p> <p>Parents are asked to wear face coverings at all times when on the school site, including dropping off and collecting children and coming in for any meetings.</p> <p>Any visitor to the school site should wear a face-covering unless they are not in any contact with children and or staff (eg Grounds contractors).</p>			
Spreading Covid19	Staff Pupils Parents	<p>Clean hands thoroughly more often than usual</p> <p>Children should clean their hands thoroughly using soap and running water or hand sanitiser regularly, including when they arrive at school, return from breaks, change rooms, before eating and after eating.</p>	Medium	Ensure supplies of hand sanitiser for wall mounted units and order additional free standing sanitiser where required.	SLT / Caretaker Continuing
Spreading Covid19	Staff Pupils Parents	<p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <p>Tissues available in all classrooms and other rooms, including offices</p> <p>Pedal bins with lids in all classrooms and offices.</p>	Medium	Ensure adequate supplies of tissues for each room in school.	SLT / Office Continuing

March 2021 Reopening: Operational Risk Assessment

Significant Hazard	Persons Affected	Controls	Risk Rating	Action Required	Action by whom and by when
Spreading Covid19		<p>Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents</p> <p>Put in place a cleaning schedule that ensures more regular cleaning of toilets and other shared areas (stairways doors) and emptying of classroom bins at lunchtime</p>	Medium	Continue with cleaning of toilets, stairways and doors between arrival and lunchtime.	SLT continuing
Spreading Covid19		<p>Minimise contact between individuals and maintain social distancing wherever possible</p> <p>Children will be taught in whole class bubbles (consistent groups) wherever possible. Where children from different groups are mixed (eg before and after-school clubs) registers will be kept to ensure ease of contact tracing.</p> <p>Children who attend breakfast or after school club will be seated in existing sibling or class bubbles, maintaining social distance from other groups.</p> <p>Staff will, wherever possible, be part of these consistent groups. Where this is not possible (PPA cover, before and after school clubs) registers will be kept to ensure ease of contact tracing.</p>	Medium	Staff noticing a mixing of bubbles, required to join more than one bubble or signing in any visitor to fill in Close Contacts log - T:\Administration 2020-2021\Covid19	All staff Continuing

March 2021 Reopening: Operational Risk Assessment

Significant Hazard	Persons Affected	Controls	Risk Rating	Action Required	Action by whom and by when
		<p>Staff will endeavour to keep 2m socially distant from each other at all times, including in classrooms, offices and staffroom. Staff should note and respond to the room capacities displayed on doors. This includes staff who are in the same bubble to reduce the chances of passing on infection.</p> <p>Whatever the size of the group, they should be kept apart from other groups where possible. Encourage pupils to keep their distance within groups. Try to limit interaction, sharing of rooms and social spaces between groups as much as possible.</p> <p>Arrange classrooms (unless continuous provision is in place) so that children sit forward facing and side-by-side. Where this is not possible or does not allow for effective teaching and learning, other arrangements can be made but should not allow children to sit face-to-face.</p> <p>Children should have their own individual and frequently used items - pens, pencils, rulers, sharpener.</p> <p>Classroom resources (books, games etc) can be used within bubbles, but should be cleaned regularly.</p>			

March 2021 Reopening: Operational Risk Assessment

Significant Hazard	Persons Affected	Controls	Risk Rating	Action Required	Action by whom and by when
		<p>Resources shared between bubbles should be meticulously cleaned between bubbles or left for 48 hours (72 hours for plastics) between uses.</p> <p>Children should bring the minimum amount of equipment in to school each day. Bags are allowed and books can be sent home. Returned books should be left for 48 hours before being re-shelved.</p> <p>Children to bring a healthy snack from home for breaktime so that tuck does not need to be purchased. Bagels will also be provided in the mornings.</p> <p>Children should not bring any other items (toys, birthday sweets etc) from home, unless there is prior agreement with the Head of School - this applies to items that may support a special educational need.</p> <p>Children's books can be marked by staff and this should be done in the classroom where ever possible. Alternative ways of providing quality feedback should also be used.</p> <p>Avoid all large gatherings such as assemblies and collective worships. Worships will continue to be class-based. Celebration will continue with certificates and photographs uploaded to Dojo.</p>			

March 2021 Reopening: Operational Risk Assessment

Significant Hazard	Persons Affected	Controls	Risk Rating	Action Required	Action by whom and by when
		<p>Avoid creating busy corridors, entrances and exits by staggering arrival, departure, break and lunchtimes and putting in one-way system at front of school and in locker area. Lockers can be accessed by children, but there should be adult supervision at any time to ensure no contacts between bubbles.</p> <p>Where children need to be withdrawn from the classroom for any reason other than displaying COVID19 symptoms, this should be pre-planned, with use made of Nurture room, library, additional staffroom (if not during a break period) or Principal's office. Where withdrawal is not pre-planned, the initial location should be the Principal's office until an alternative location can be found.</p> <p>Use of staffrooms should be minimised, although staff must still have a break of reasonable length during the day (30 minutes minimum)</p> <p>Staggered start and end times should not reduce the overall amount of teaching time.</p> <p>Children should remain with their parent/ carer until they are allowed in to the school building and should not mix with each other, even if they are part of the same bubble.</p>		<p>Maintain plans for staggered entry and exit (Appendix 1) and break and lunchtimes (Appendix 2)</p>	

March 2021 Reopening: Operational Risk Assessment

Significant Hazard	Persons Affected	Controls	Risk Rating	Action Required	Action by whom and by when
		<p>Only one parent per household should come on to school site with children. No older siblings should come on to site, unless they are collecting a younger sibling for (not with) a parent.</p> <p>Parents are not allowed into the school building without an appointment and without very good reason and will be asked to wear a face-covering. Staff will also wear a face covering when meeting with parents, even when outside at the start or end of the school day. Parents will only be allowed appointments in school if there is no other option. Meetings will take place in the Principal's office, where it is possible to maintain 2m distance.</p> <p>Parents are asked to wear face-coverings at all times when on school site and not to gather in groups on or near the school site.</p> <p>All visitors and staff must sign in at the electronic screen and be given a Visitors' Risk Assessment leaflet</p> <p>Contractors should ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen safely outside of school hours, they should.</p>		<p>Informed parents of requirements</p> <p>Visitor's Risk Assessment Leaflet - Appendix 4</p>	

March 2021 Reopening: Operational Risk Assessment

Significant Hazard	Persons Affected	Controls	Risk Rating	Action Required	Action by whom and by when
Spreading Covid19	Staff Pupils Parents	<p>Keep occupied spaces well ventilated</p> <p>When school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. These can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> • natural ventilation - opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air • natural ventilation - if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) <p>To balance the need for increased ventilation while maintaining a comfortable temperature, consider:</p> <ul style="list-style-type: none"> • opening high level windows in colder weather in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) 			

March 2021 Reopening: Operational Risk Assessment

Significant Hazard	Persons Affected	Controls	Risk Rating	Action Required	Action by whom and by when
		<ul style="list-style-type: none"> rearranging furniture where possible to avoid direct draughts <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p>			
Spreading Covid19	Staff	<p>Promote and engage in asymptomatic testing</p> <p>Staff to engage with Lateral Flow Tests (see below)</p>	Low		
A suspected infection within the school community is found	Staff Children Parents	<p>Engage with the NHS Test and Trace process as set out https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p>	High	Webpage is reviewed weekly - SLT to keep up to date	Continuing
There is a confirmed case amongst the school community	Staff Children Parents	<p>Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>The Head of School or member of SLT will contact the local health protection team via the DfE Helpline: 0800 046 8687 option 1, or school will be contacted.</p> <p>The Head of School or member of SLT will contact Staffordshire Council's Covid-19 Local Outbreak Co-ordinating Team using the Webform: Test and Trace - Staffordshire County Council or Email: C19LocalOutbreakControl@staffordshire.gov.uk</p>			If necessary

March 2021 Reopening: Operational Risk Assessment

Significant Hazard	Persons Affected	Controls	Risk Rating	Action Required	Action by whom and by when
		<p>St Chad's Academy Trust should also be informed.</p> <p>Based on advice of local health protection team, schools must send home all those who have been in close contact with. Close contact means:</p> <ul style="list-style-type: none"> • anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19) • anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test: <ul style="list-style-type: none"> ○ face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre ○ been within 1 metre for 1 minute or longer without face-to-face contact ○ been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) ○ travelled in the same vehicle or a plane <p>The health protection team will provide definitive advice on who must be sent home.</p>			

March 2021 Reopening: Operational Risk Assessment

Significant Hazard	Persons Affected	Controls	Risk Rating	Action Required	Action by whom and by when
		<p>Keep a record of close contacts between children and staff of different groups.</p> <p>School must not share names or details of people with coronavirus.</p>			
There is more than one confirmed case in school or an overall rise in absence where coronavirus is suspected	Staff Children	<p>Contain any outbreak by following local health protection team advice</p> <p>The Head of School or member of SLT will contact the local health protection team via the DfE Helpline: 0800 046 8687 option 1, or school will be contacted.</p> <p>The Head of School or member of SLT will contact Staffordshire Council's Covid-19 Local Outbreak Co-ordinating Team using the Webform: Test and Trace - Staffordshire County Council or Email: C19LocalOutbreakControl@staffordshire.gov.uk</p> <p>St Chad's Academy Trust should also be informed.</p>	High		If necessary
A child breaches the controls in place	Children Staff	<p>Children will have the rules and reasons for the rules explained to them on a regular basis.</p> <p>Where children are unable to follow the control measure put in place due to a physical Special Educational Need and or diagnosed condition additional measure will be put in place.</p>	Low	Identify any children with diagnosed conditions/ needs who may not be able to	

March 2021 Reopening: Operational Risk Assessment

Significant Hazard	Persons Affected	Controls	Risk Rating	Action Required	Action by whom and by when
		Where children willfully break rules - mixing bubbles, spitting, deliberately coughing on others - this will be addressed initially with the child and then their parent or carer. Repeated or significant breaches will result in the child being sent home until it can be demonstrated that they do not present further risk to children or staff.		follow rules/ control measures. Communicate promptly with parent/ carer of any child who wilfully does not follow rules/ controls	
A child requires First Aid	Children Staff	First Aid can be given to children and should be carried out in accordance with First Aid training and procedures. No additional PPE is required unless the individual is also displaying symptoms of Covid19. Where possible ask the injured child to help. If close contact or proximity contact occurs, record on Close Contacts log. This includes face to face contact with an individual for any length of time (without wearing a face-covering), being within 1 metre, being coughed or sneezed on, a face to face conversation, or unprotected physical contact (skin-to-skin). Proximity contacts include - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual	Medium		
Section 2: School Operations					
Pupil needs to shield or self-isolate	children	Continue with remote/ on-line learning if already at home. Move to online learning if the child has been in school.	Medium		

March 2021 Reopening: Operational Risk Assessment

Significant Hazard	Persons Affected	Controls	Risk Rating	Action Required	Action by whom and by when
Pupils and families are anxious about attending school	Children	Individual cases to be discussed with Head of School/ SLT. Measures in place to be explained fully and if necessary shown.	Low		
Staff or pupil absence due to shielding	Staff Pupils	Shielding measures have been reintroduced for some people. If children are advised to shield they will have access to online/ remote learning. Staff who need to shield will be able to work from home.	Low	Parents to inform school. Staff to inform and discuss with Head of School	
Staff absence due to quarantine	Staff Pupils	Staff to make Head of School/ SLT aware if they will be visiting any country listed as requiring quarantine on return.	Low	Staff to inform GL	Continuing
Staff absence due to displaying symptoms of COVID 19	Staff Pupils	Follow contingency plan to ensure continuity for the class	Med	SLT to review contingency plan regularly	Continuing
Member of staff is not able to book a test	Staff	Use one of the tests held in school. Test kits can be reordered:	Med	Staff to inform GL if they have symptoms and can not book a test within 24 hours.	

March 2021 Reopening: Operational Risk Assessment

Significant Hazard	Persons Affected	Controls	Risk Rating	Action Required	Action by whom and by when
		https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers			
Member of staff is pregnant	Staff	<p>Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the above advice, which applies to all staff in schools. <u>More guidance and advice on coronavirus (COVID-19) and pregnancy</u> is available from the Royal College of Gynaecologists. All pregnant women should take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home or workspace.</p> <p>An employer's workplace risk assessment should already consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers (for example, from working conditions, or the use of physical, chemical or biological agents). Any risks identified must be included and managed as part of the general workplace risk assessment.</p> <p>If a school is notified that an employee is pregnant, breastfeeding or has given birth within the last 6 months, the employer should check the workplace risk assessment to see if any new risks have arisen. If risks are identified during the pregnancy, in the first 6 months after birth or while the employee is still breastfeeding, the employer must</p>	Low	Staff to inform GL	

March 2021 Reopening: Operational Risk Assessment

Significant Hazard	Persons Affected	Controls	Risk Rating	Action Required	Action by whom and by when
		<p>take appropriate, sensible action to reduce, remove or control them.</p> <p>While it is a legal obligation for employers to regularly review general workplace risks, there is not necessarily a requirement to conduct a specific, separate risk assessment for new and expectant mothers. However, an assessment may help identify any additional action that needs to be taken to mitigate risks.</p>			
Staff may need to be deployed differently to enable continued opening	Staff	Managers should discuss and agree changes with individual staff	Low	GL to have individual conversations	As required
Support not given to SEND pupils	Pupils	Managers should ensure that any redeployment of staff is not to the detriment of SEND pupils, including those with an EHCP.	Medium	Ensure that any redeployment of staff is not to the detriment of SEND pupils, including those with an EHCP.	SENCO Continuing

March 2021 Reopening: Operational Risk Assessment

Significant Hazard	Persons Affected	Controls	Risk Rating	Action Required	Action by whom and by when
Recruitment is necessary	Staff Candidates	Recruitment can take place and should take place with a flexible approach to interviews; an alternative to face-to-face where possible.	Low		
Supply teacher is needed	Staff Pupils	Cover absences internally where possible, minimising the number of staff crossing bubbles. Supply teachers expected to adhere to this risk assessment Mixing of supply teachers across groups should be kept to a minimum and they should remain 2m from staff and pupils where possible. Name and contact details taken at Academy office with sufficient detail to support rapid contact tracing if required by NHS Test & Trace.	Low	Close Contacts log - T:\Administration 2020-2021\Covid19	
Peripatetic teachers and other visiting professionals (SEND, Safeguarding, Sports Coaches etc)	Staff Pupils	Peripatetic staff and visiting professionals are expected to adhere to this Risk Assessment and should only come to school site if absolutely necessary. Mixing of peripatetic teachers and staff from external agencies across groups should be kept to a minimum and they should remain 2m from staff and pupils where possible. Name and contact details taken at Academy office with sufficient detail to support rapid contact tracing if required by NHS Test & Trace	Low	Close Contacts log - T:\Administration 2020-2021\Covid19	

March 2021 Reopening: Operational Risk Assessment

Significant Hazard	Persons Affected	Controls	Risk Rating	Action Required	Action by whom and by when
Volunteers in school	Pupils Staff	Volunteers may be used to support the work of the school, as would usually be the case. It is important that they are properly supported and given appropriate roles. Mixing of volunteers across groups should be kept to a minimum, and they should adhere to the system of controls in place.	Low		
Educational visits	Pupils Staff	Visits should not take place at this time.	Low		
Children not wearing appropriate clothing	Pupils	The wearing of school uniform is compulsory. No need wash clothing more than usual.	Low		
Children mixing in Breakfast Club or after-school club	Pupils Staff	Children can attend and will need to remain in class bubbles or sibling groups with 2m distance between groups where possible. Staff to retain 2m distance where possible Accurate registers to be kept with sufficient detail to support rapid contact tracing if required by NHS Test & Trace Children should only attend where:	Medium	Record on Close Contacts log - T:\Administration 2020-2021\Covid19	Continuing

March 2021 Reopening: Operational Risk Assessment

Significant Hazard	Persons Affected	Controls	Risk Rating	Action Required	Action by whom and by when
		<ul style="list-style-type: none"> the provision is being offered is part of the school's educational activities (including catch-up provision) the provision is to support their child's efforts to obtain a regulated qualification or meet the entry requirements of an education institution the use of the provision is reasonably necessary to support parents to work, seek work, undertake education or training, attend a medical appointment or address a medical need or attend a support group 			
A home visit is necessary due to non-engagement with learning or other reason	Staff	<p>No expectation or obligation is placed on any member of staff to carry out a home visit.</p> <p>Visits can be carried out by an individual member of staff where this is assessed as safe to do.</p> <p>Staff not to travel together to carry out home-visit</p> <p>Mask to be worn by staff at all times.</p> <p>Staff will not enter the home.</p>	Medium		
Section 3: Curriculum, behaviour and pastoral support					
The curriculum is narrowed	Children Staff	<p>Teach an ambitious and broad curriculum in all subjects</p> <p>Consider focusing more on the prime areas of learning in the EYFS, including communication and language, personal, social and emotional development, and physical development. For</p>			

March 2021 Reopening: Operational Risk Assessment

Significant Hazard	Persons Affected	Controls	Risk Rating	Action Required	Action by whom and by when
		<p>pupils in Reception, teachers should also assess and address gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary. For Reception, consider how all groups of children can be given equal opportunities for outdoor education.</p> <p>IN KS1 and KS2 prioritise identifying gaps and re-establishing good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so that children read widely, and develop their knowledge and vocabulary.</p> <p>Ensure our curriculum offer remains broad, so that the majority of pupils are taught a full range of subjects over the year, including sciences, humanities, music and the arts, physical education and sport, religious education and, at Key Stage 2, languages.</p> <p>Focus this year's RSHE teaching on the immediate needs of our pupils, such as health education, introducing a more comprehensive RSHE programme in September 2021. Prioritise RSHE content based on the needs of your pupils, with particular attention to the importance of positive relationships, as well as mental and physical health.</p>			

March 2021 Reopening: Operational Risk Assessment

Significant Hazard	Persons Affected	Controls	Risk Rating	Action Required	Action by whom and by when
Pupil wilfully fails to comply with this Risk Assessment	Pupils Staff	Behaviour Policy amended to reflect the need to follow these rules Amended policy clearly communicated to parents pupils and staff.	Medium	Amended Behaviour policy kept under review	SLT Continuing
PE lessons and other physical activity	Pupils Staff	Pupils should be kept in consistent groups Equipment used should be thoroughly cleaned between uses by different groups Contact sports (including football) should be avoided Use outdoor environment as much as is possible Children will not participate in the daily mile, but will be taken out for an additional afternoon break time at the discretion of the class teacher. External coaches clubs and organisations can be used for curricular and extra-curricular activities.			
Singing, chanting, playing wind or brass instruments or shouting.	Children Staff	Singing should not take place in larger groups such as school choirs and ensembles, or school assemblies. Chanting should take place outside with children back-to-back or side-to-side, but not face-to-face. No wind or brass instrument lessons take place in school.	Low		

March 2021 Reopening: Operational Risk Assessment

Significant Hazard	Persons Affected	Controls	Risk Rating	Action Required	Action by whom and by when
Section 4: Assessment and Accountability					
Impact of school closures is not known nationally	Pupils	<p>The DfE have cancelled the statutory Key Stage 1 and Key Stage 2 tests and key teacher assessments planned for summer 2021, including the Key Stage 2 tests in reading and mathematics.</p> <p>We will continue to use assessment during the summer term, using past test papers where appropriate. This will inform teaching, enable us to give information to parents on their child's attainment in their annual report, and support transition to secondary school. The DfE are planning for a full programme of primary assessments to take place in the 2021 to 2022 academic year.</p>	Low		
Monitoring of Quality of Education, Behaviour and Attitudes through Raising Standards activities.	Staff Children	Raising Standards activities will be carried out this half-term.	Medium	Communicate requirements to all staff	GL
Section 4: Lateral Flow Testing of all school staff					

March 2021 Reopening: Operational Risk Assessment

Significant Hazard	Persons Affected	Controls	Risk Rating	Action Required	Action by whom and by when
Distributing kits causes close contact	Staff	Maintain 2m distance when distributing kits Wear face masks Use hand sanitiser	Low	GL to make staff aware	GL
Positive result of test for a member of staff	Staff Children	Member of staff to make GL aware of result Member of staff to self-isolate immediately and book a PCR test School to follow local PHE advice on tracing close contacts and closing bubbles	Medium	Staff to make GL aware of positive result GL to ring helpline number	As needed As needed
Results are not reported	Staff	All staff are aware of covidtest@churchfield.staffs.sch.uk email address to report test result to school. Any expected and unreported test to be chased	Low		

I fully understand the Risk Assessment and have been given the opportunity to review it, raise questions and add any omissions or oversights

I understand that the risks will be continually monitored, that I will be able to raise any concerns, if noticed, and decisions will be taken with due regard for all our safety.

Signed: _____

Date: _____

March 2021 Reopening: Operational Risk Assessment Amendment Tracking

Date	Colour code
24/02/2021	Black
24/02/2021	Green - reworded or new information from September re-opening

March 2021 Reopening: Operational Risk Assessment

Appendix 1

Arrival

Children arrive at allocated time, via allocated door. Children must use hand sanitiser on the way to class. Some classes will have access to lockers but this must be supervised by staff at all times. Where children can not use lockers, bags and coats will need to be put on chairs and under desks.

<i>Group</i>	<i>Time</i>	<i>Door</i>	<i>Sanitiser</i>	<i>Waiting area</i>
Nursery/ Little Scholars	As advised by staff	Nursery	Cloakroom station	Grass outside
Reception	8:40	Classroom	Classroom station	KS1 playground
Dragonflies	8:50	Classroom	Classroom station	KS1 playground
Squirrels	8:45	Classroom	Classroom station	KS1 playground
Robins	8:45	Main door	Main door	Grass area by buggy shelter
Kingfishers	8:50	Hall door	Stairs	Memorial Garden
Stags	8:40	Hall door	Stairs	Memorial Garden

1 member of staff from each group will be at the waiting area ahead of the arrival time so that parents can leave children to be supervised and will not need to wait on site.

Parents should keep 2m distance from each other as much as possible and not congregate on or near school site. If this happens then we will need to put more time between groups which will cause greater inconvenience. Parents arriving before the allocated drop off time should wait in designated waiting areas until the correct time, but are able to leave their child with a member of staff and then leave site. Late arrivals will need to wait until directed to come in to school by staff.

Children in breakfast club will enter through the side door and use sanitiser by the Nurture room. No children will be allowed in to breakfast club after 8:40. They should be walked to their class at the allocated time. Use the sanitiser as before.

March 2021 Reopening: Operational Risk Assessment

Hometime

Children leave at allocated time, via allocated door. Children must use hand sanitiser on the way out of class. Children must be ready to depart at the allocated time, so will need to stop learning before.

<i>Group</i>	<i>Time</i>	<i>Door</i>	<i>Sanitiser</i>	<i>Waiting area</i>
Nursery/ Little Scholars	As advised by staff	Nursery	Cloakroom station	Grass outside
Reception	3:10	Classroom	Classroom station	KS1 playground
Dragonflies	3:30	Classroom	Classroom station	KS1 playground
Squirrels	3:20	Classroom	Classroom station	KS1 playground
Robins	3:25	Main door	Main door	Grass area by buggy shelter
Kingfishers	3:30	Hall door	Stairs	Memorial Garden
Stags	3:20	Hall door	Stairs	Memorial Garden

1 member of staff from each group should be at the door, 1 in the classroom/ following the last child.

Parents should keep 2m distance from each other as much as possible and not congregate on or near school site. If this happens then we will need to put more time between groups which will cause greater inconvenience. Parents arriving before the allocated collection time should wait in designated waiting areas until the correct time. Children who are not collected will need to wait at their collection door - if this is shared, then they should wait at least 2m from any other children.

Parents collecting siblings will need to wait in waiting areas to collect their children at the allocated times.

Children going to after-school club will need to wait in their classrooms until 3:35pm. They will then be taken by a member of staff to the hall, ensuring hand sanitiser has been used.

March 2021 Reopening: Operational Risk Assessment

Appendix 2

Break

Staff to supervise toilet visit. 1 member of bubble staff on duty when outside. Staff to arrange comfort break for each other.

<i>Group</i>	<i>Time</i>	<i>Toilets</i>	<i>Door</i>	<i>Sanitiser</i>	<i>Outdoor area</i>
Nursery	To suit		Nursery	Cloakroom station	EYFS area
Reception			Classroom	Classroom station	
Dragonflies	10:15 - 10:30	KS1	Classroom	Classroom station	KS1 far end
Squirrels	10:10 - 10:25	KS1	Classroom	Classroom station	KS1 near end
Robins	10:35 - 10:50	KS2	Side door	Stairs	KS2 far end
Kingfishers	10:15 - 10:30	KS2	Side door	Stairs	KS2 near end
Stags	10:10 - 10:25	KS2	Side door	Stairs	KS2 Far end

Snacks - children should bring a healthy snack from home (i.e. not crisps or chocolates bars) to eat outside. All rubbish and left-overs to go in the bin.

March 2021 Reopening: Operational Risk Assessment

Lunch

Sitting 1 (12:00) - staff to accompany children to wash hands (use sanitiser -toilet if needed), line up (2m between bubbles) and 'hand-over' to lunchtime staff. All children must remain in their seats until 12:25, when they will be sent out one group at a time.

Children will be collected from the playground by staff at 12:55, using whistle to stop children and then assemble in lines.

Sitting 2 - staff 'hand over' children to lunchtime staff through classroom external doors. Arrival of Sitting 1 children is the sign to line sitting 2 children up, using whistle to stop children and then assemble in lines. 'Indoor' lunchtime supervisors collect children from playgrounds -whistle to stop, then assemble in lines. Children enter via side door and use sanitiser before collecting food from servery.

<i>Group</i>	<i>Eating times</i>	<i>Eating area</i>	<i>Outdoor area</i>	<i>Toilets</i>	<i>Sanitiser</i>
Little Scholars lunch-club	Staff collect at 11:45	Nursery		Nursery	Cloakroom station
Reception	11:45 - 12:25	Hall	KS1 near	KS1	Classroom station
Dragonflies	11:55 - 12:25	Hall	KS1 far	KS1	Classroom station
Squirrels	12:00 - 12:25	Dining room	KS2 far	KS1	Classroom station
Robins	12:30 - 12:55	Hall	KS1 1	KS2	Stairs
Kingfishers	12:30 - 12:55	Hall	KS2 far	KS2	Stairs
Stags	12:30 - 12:55	Dining Room	KS near	KS2	Stairs

Dining room eaters must be last in.

Sandwiches sit down straight away, dinners queue up

Wet Lunchtimes

Instead of going outside, children will be taken back to their classrooms by their allocated dinner supervisor.

March 2021 Reopening: Operational Risk Assessment

Appendix 3 – Parental Agreement

Churchfield C.E. Primary Academy	Parent / Carer Name:	Child's name
<ul style="list-style-type: none"> • The academy will do its best to: • Provide an environment which has been risk assessed in response to the COVID-19 infection; • Adhere to the guidance set out by the Government for the wider re-opening of schools; • Provide a curriculum that meets the needs of your child's well-being, mental health and academic needs; • Contact parents/carers if your child displays symptoms of COVID-19; • Inform you if staff or children in your child's 'bubble' test positive for COVID-19 as this will mean your child will need to self-isolate for 14 days. Names of individuals will not be shared; • Continue our clear and consistent approach to rewards and sanctions for children as set out in the Behaviour Policy as well the expectations outlines in this agreement; • Communicate between home and academy through notices on our social media pages, newsletters, text, email and the school website. 	<ul style="list-style-type: none"> • To help my child at school, I know and understand that: • I will ensure that my child follows good hygiene routines daily before arriving at school; • If my child, or anyone in my household, shows symptoms of COVID-19, I will not send my child(ren) to school. I will arrange for testing and I will let the school know as soon as possible via telephone; • If my child develops symptoms of COVID-19 at school, I will collect my child from school immediately; • On my commute, and when dropping my child off and picking them up, I will adhere to the 2 metre social distancing rules. • When dropping off and picking up, I will strictly stick to the school timings for my child; • My child may have their temperature during the day if they feel or present as being unwell • My child will need to use good respiratory and hand hygiene; • I will not be allowed into the school without a pre- arranged appointment - make appointments via telephone or email; • I need to support all staff in their efforts to create an 'as safe as possible' environment during this crisis; • Read all letters/messages/emails that are sent home; • I need to inform the school immediately of any changes to parents/carers and emergency contacts details. • If my child is deemed unsafe, he/she will be sent home and cannot return to school until they can be safe and an individual risk assessment is in place. • Ensure that my child brings a sun hat and sun cream on their first day and that this will remain in school. 	<ul style="list-style-type: none"> • I will do my best to: • Adhere to the social distancing rules in class and in the playground; • Tell an adult if I feel unwell; • Not mix with any children from outside my class in school; • Only enter and exit the school building from the designated gate and door; • Follow good respiratory hygiene: coughing and sneezing into elbow or tissue (catch it-bin it-kill it); • Follow good hand hygiene - regularly use soap and water for 20 seconds or hand sanitiser; • Only use public transport if absolutely necessary and ensure I socially distance and wear a face covering, if I do; • Behave well at all times to maintain the safety of myself and others; • Follow these expectations and know that if I don't, I will be sent home and will not be able to come back into school until I can be safe. • Only use the equipment provided to me by school and no other

March 2021 Reopening: Operational Risk Assessment

G Lloyd 3 rd September 2020	<ul style="list-style-type: none">• Signed parent:• Date:	<ul style="list-style-type: none">• Signed child:• Date:
---	--	---

March 2021 Reopening: Operational Risk Assessment

Appendix 4 – Visitors Leaflet



Welcome to Churchfield CE Primary Academy

Due to the current situation of COVID 19, please read the following before coming in to the academy building or on to site.

- All visitors must sign in on the electronic screen.
- Contact details must be given to a member of Office staff.
- Please use hand sanitiser from dispensers or soap and water.
- A distance of 2m should be kept between yourself and any member of staff, pupil or other visitor.
- You will only be given access to the areas of the school in which you need to be.
- You should alert academy staff to any close or proximity contact with any member of staff, pupil or other visitor.
(face to face contact with an individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin), extended close contact (within 1 to 2 metres for more than 15 minutes) with an individual).
- If you develop symptoms of COVID19 and subsequently test positive, you should inform NHS Test and Trace of your visit to the academy.
- If you need to be made aware of a confirmed case of COVID19 within the academy, this will be done in accordance with PHE advice.
- If you are a visiting professional or contractor, a copy of your organisations risk assessment for working on academy premises should be given to the Office staff.
- A full copy of the Churchfield CE Primary Academy March 2021 reopening Risk Assessment will be made available to you on request.

If you have further questions please discuss with a senior member of academy staff.

Thank you.

Churchfield CE Primary Academy
Sandy Lane
Rugeley
WS15 2LB
01889 224520
Email: office@churchfield.staffs.sch.uk