

COVID19: Full Opening Risk Assessment and Action Plan

SCHOOL NAME: Merrylands Primary School

OWNER: Rachel Robinson -Headteacher

Latest UPDATE: 08/03/21

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 full opening of the school and ensure the school continues to operate in a safe way.

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
- afPE guidance
- 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'

Please note that this risk assessment will be updated every month at least



Theme/Problem	What will we do about it?	Amendments
<p>Preparing buildings and facilities</p> <ul style="list-style-type: none"> - What will we do to ensure the staff and children stay safe? - How will people enter/leave the grounds? - Ensure enough ventilation 	<ul style="list-style-type: none"> • Letters sent and reminders about leaving site immediately to parents- reminder sent to parents if necessary, continue to monitor • Play areas and external equipment to be zoned. • One way system. Main gate to enter and side gate to exit. • Cleaning stations in each class, photocopiers, offices, signing in area. • Cones to be used- class sign on • School has been open over the lock down period and scheduled Health and safety checks have remained in place • All surfaces to be cleared of extraneous materials, resources etc. (this will allow for easier and more efficient cleaning). • Additional cleaning AM as well as after school 4.30-8.00 • Soft furnishing cleaner and room sanitiser equipment purchased • New signage-update in school : WC 15.03.21 • Signage across the school-main entrance (12.10.20) • Outdoor play area-KS1 will be timetabled – Year1 Monday/Tuesday, Year 2 Thursday/Friday • External doors and/or windows need to be opened once school gates are closed to give additional ventilation. These doors must be closed before the gates are reopened at the end of the school day. 	<p>12.10.20 Update sent to all parents/carers re: wearing of masks Updated guidance sent to parents/carers WC: 26.2.21 Shorter period of time in the morning. KS2 pupils encouraged to walk to own class in the morning</p> <p>Masks are now an expectation on site by staff and parents and in school by staff Individual risk assessments in place for staff who are exempt from wearing masks – WC: 1.3.2021</p> <p>Additional signage in place</p> <p>Furnishing cleaner used: Reception classes Reception area (by the office) daily at lunchtime</p> <p>Large hall only for PE (if unable to go outside)</p> <p>Small hall not in use for PE</p>



		When too cold, external doors to be closed but windows and internal door open (5.11.20) Additional layers can be worn by staff and pupils
Are premises and utility checks in place? Eg. Water treatments	<ul style="list-style-type: none"> • Routine checks have continued throughout lockdown, partial opening and holiday period • Recent survey taken on school building spring 2020 	<ul style="list-style-type: none"> • Regular H and S checks as well as termly H and S walks checks with HT • Legionnaires check WC 14.12.20
Social distancing in office space	<ul style="list-style-type: none"> • Four adults in the space ensures that there is 2m distance between stations. • Finance office - Maximum 2 members of staff in this office. 	<ul style="list-style-type: none"> • Use hatch to communicate to staff or email • No drinks made for other staff • Laminating in staffroom not the office
Social distancing in communal areas Walking to and from work	<ul style="list-style-type: none"> • Social distancing should be observed • Signage in corridors to indicate direction of walking and reminders to social distance. • It is the responsibility of all members of staff to remind colleagues and pupils of social distancing requirements around the school 	<ul style="list-style-type: none"> • Masks to be worn in communal areas and corridors by all staff • Staff to arrive and leave on their own and not in a group-social distance 2m+
Social distancing in class	<ul style="list-style-type: none"> • Visors can be used by staff (should they wish to) if they are working 1-1 with a child and/or working closely with a child • Social distancing -2m+ Hands, Face, Space from other adults when working across more than one class • Ensure masks are worn when travelling through school building. No masks/visors need to be worn in class unless staff member wishes to in class 	12.10.20 Visors available -additional ones purchased Keep 2m+ distance from staff to the front of the class - 12.10.20



<p>Class bases</p> <ul style="list-style-type: none"> How will we stop groups interacting? 	<ul style="list-style-type: none"> Arriving -Children to line up outside classroom -markers to show where. Class sign for each class. CT to put out each morning. Children to be dropped off and collected at the earliest sibling time. Children to be ready at 3pm. Social distancing should be observed as far as possible. (move as far to one side as possible, step into a nearby doorway if available etc.) No groups of children should be taken through the corridors unless necessary Use outside doors to move within zones if weather allows No mixing of pupils other than their year group bubble (except ASC where social distancing is planned for with older children and within a larger space) No breakfast or after school clubs-reviewed Easter Nursery bases used for teaching with own designated area for outside. 	<ul style="list-style-type: none"> 8.30-9.10 drop off - staggered Pick up time staggered - revised WC: 8.3.21 ASC- social distancing- area large enough x3 pupils' Staff meetings-via Zoom Corridor quick discussions -any more than 15 mins is a meeting Larger meetings x4 held in in classroom and ventilated
<ul style="list-style-type: none"> What will the layout look like? 	<ul style="list-style-type: none"> Ensure all children are facing forwards and sitting side by side for all lessons (rather than in groups or facing one another). Tables moved into rows. Ensure all children can access their tables/chairs. Ensure there is easy, uninterrupted access to classroom doors / fire exits in case of emergency. Teachers advised to teach from standing position from the front of the class as much as possible Support staff to sit to the side -support from the side Book areas-books limited and rotated EYFS -Ensure that children are reminded of good hand hygiene before entering and after using role play areas. Consider limiting the number of children using these areas at any one time (likely to be less than you would normally consider acceptable) Surfaces to be kept as clear as possible Not all toys in EYFS available-rotated and cleaned Tables to be kept clear for cleaners to clean easily 	<ul style="list-style-type: none"> Reading with a child-keep to the side. Gloves to be worn. Ensure hands are washed and area is cleaned afterwards if sitting at a table Own face not to be touched Child to hold the book If staff member were shielding-not to read 1-1 with child (separate risk assessment)
<ul style="list-style-type: none"> Resources in all classrooms (KS1/2) 	<ul style="list-style-type: none"> Cleaning station in each room-class staff to check that there is enough on a daily basis. Resources can be obtained from the cleaning room (classroom in main build). Stationary in individual plastic wallets for each child Each child to have their own tray 	<ul style="list-style-type: none"> Reading books wiped down-gloves to be worn (confirmed by Union and DfE WC: 7.9.20)



	<ul style="list-style-type: none"> Books can be marked. Gloves can be worn to mark the books or ensure hands are washed after marking and do not touch face. Lunch trolleys-children to place lunchbox on these. No need to wipe down. Can be stored outside classroom if not enough room in the class. Children can bring in book bags/bags not larger than A4 size Classroom resources e.g. books and games can be shared within the bubbles; they will need to be cleaned regularly (along with all frequently touched surfaces). 	<ul style="list-style-type: none"> Gloves to be worn when wiping books Set in each class to alleviate traffic throughout the school to library 7/9/20 Ensure laptops wiped down after use including trolley
<ul style="list-style-type: none"> Early Years 	<ul style="list-style-type: none"> Clean resources used during sessions after use. Lego etc soaked overnight The use of soft toys and toys with intricate parts or that are otherwise hard to clean should be avoided Children can bring in book bags Classroom resources e.g. books and games can be shared within the bubbles; they will need to be cleaned regularly (along with all frequently touched surfaces). Rugs and settees in EY can stay and will be cleaned daily. Reading books to be returned wiped and stored for 72 hours. New set used. Tapestry to be used instead of Reading Records 	<ul style="list-style-type: none"> Plastic curtain to be reviewed Gloves to be worn when distributing snack and pouring milk etc Hand sanitiser on arrival – full handwashing before snack (10am) and lunch (11.20) Change of entry points for 2 classes Water bottles stored in buckets – no more than 7 per bucket.WC: 14.9.20
<ul style="list-style-type: none"> Year 1 	<ul style="list-style-type: none"> Tapestry to be used instead of Reading Records Water bottles labelled and in small groups around the classrooms as no individual tables Tables still face forward – additional teaching space across the year group Outdoor equipment to be cleaned daily- soak with detergent (purple spray) <ul style="list-style-type: none"> Ensure equipment can be cleaned easily. Classroom resources e.g. books and games can be shared within the bubbles; they will need to be cleaned regularly (along with all frequently touched surfaces). The use of soft toys and toys with intricate parts or that are otherwise hard to clean should be avoided Outside area to be coned off so that Year 1 can access resources whilst the playground is being used 	<ul style="list-style-type: none"> Thorough clean of outside climbing apparatus cleaned on a Wednesday when not in use x2 days per year group 8/9/20



<p>Grouping/Bubbles</p> <p>How do we keep the groups consistent?</p> <p>Do children need to observe social distancing?</p>	<ul style="list-style-type: none">• Keep set groups as consistent as possible• Bubbles to be in year groups though children to be put in whole class as much as possible. This allows for flexibility.• Each year group is zoned with additional teaching space• Timetables are staggered for lunch and break (reviewed first two days)• As per government guidance teachers and staff can operate across different classes and year groups. Staff need to keep their distance from pupils and staff as much as possible. Ideally 2m from other adults.• When talking to children keep to their side to discuss work (if necessary)• Staff need to wear a mask if supporting children to get changed for PE.• Children should be encouraged at all times to observe social distancing and not touch staff and other children where possible. This can be difficult for some children but a consistent approach should be applied. Where there is clear contact good hand hygiene should be applied.	<ul style="list-style-type: none">• 2/9/20 First full week - look to have a break with whole year groups• 16.9.20 Class groups working well continue to keep separate• If covering another class or moving around different bubbles you must wear a mask or a visor (5.11.20)• ensure that staff socially distance (2m) from adults around the school even (where possible) in existing year group and class bubble (5.11.20) <p>Toilets-staggered at break and lunch Year groups allocated toilets at lunch time when outside Sanitiser outside each toilet at lunchtime</p>
<p>ASC</p>	<ul style="list-style-type: none">• Pupils can be timetabled to access the ASC. Allow for social distancing• Ensure resources are cleaned after use and surfaces wiped	<ul style="list-style-type: none">• ASC- social distancing-area large enough x3 pupils' short period at the end of the day in three separate areas



PE	<ul style="list-style-type: none">• PE should take place outside whenever possible.• The KS2 hall will be used for PE lessons taught during PPA if weather conditions are poor.• PE equipment needs to be cleaned after use. A cleaning station has been prepared in the KS2 hall.• No contact sports to be taught.	<ul style="list-style-type: none">• RA template from afPE-refer to 7/9/20• Equipment wiped over
Office	<ul style="list-style-type: none">• Appointments for staff to be made via admin email• One parent at a time in the reception area-use intercom and drop box to communicate• Blue bags to be delivered by office staff not children• Dinner reg-now digital• Use of assist card to be sent to office by a child if there is no additional adult in the room• Furniture, keyboards and telephone in office/reception area to be cleaned when used by someone else• Wipe down surface areas in office, key pads, keyboards etc regularly even if own station• Inventory installed-signing in so no need to use pens	<ul style="list-style-type: none">• Reminder to parents about no sweets or cakes for birthdays• Cleaning equipment stored in office-wipe work stations before and after use• Cleaning station by link to new build-hand sanitise entering and exiting the build• Lates: AM to be called and children taken to classes
PPA	<ul style="list-style-type: none">• Use of staff room in separate area by computers -doors do open	<ul style="list-style-type: none">• Additional PPA for extra space created (if required)



<p>Break and lunch</p> <p><i>Staffroom set up</i></p> <p><i>What toilets will be used?</i></p> <p><i>What equipment can be used?</i></p>	<ul style="list-style-type: none"> • There are two areas that have facilities of a fridge, microwave and hot water. One is the main staff room. 2nd drinks stations set up in the DT room • All staff to clear, wash and put away any items that they use • Staggered break and lunch times • Furniture to be set apart for social distancing set up in additional staff rooms to eat lunch in spare classrooms with a fridge. • Microwave covers for hot food purchased and tables for additional staff rooms • Toilets for KS2 – Children should be encouraged to use the toilet before going out to break / lunch to avoid use of toilets during these times. However the outside toilets will be open for those who need to have access -washing of hands and limited access at the one time 	<ul style="list-style-type: none"> • Own equipment for classes/year groups • Reception to eat lunch in the hall -supports staffing levels and lack of tables in reception classrooms • Staff (MDAs) to have phone (on silent) kept in tabards as in bubbles. Use to communicate in case of an emergency.
<p>Catering</p> <p><i>Where will children eat their lunch?</i></p> <p><i>How do we enforce social distancing during lunch time?</i></p>	<ul style="list-style-type: none"> • Lunch to be delivered and eaten in the classrooms with the exception of EYs • MDA allocated to each group base. • Water bottles to be brought to school. • Regular cleaning and wiping down by staff in classrooms of tables before and after lunch • All children to wash/sanitise their hands before and after lunch • Children responsible for clearing their table of rubbish-hand up to leave table • Staggered lunch times starting from 11.45 • Reminder of good hand hygiene is essential • Lunchtime outside areas zoned • Only kitchen staff to access the kitchen areas • Catering team aware of allergies, dietary needs etc. Copies given to staff 08/03/21 • Lunch rota to be reviewed week commencing 7.9.20 	<ul style="list-style-type: none"> • fruit scheme delivered by kitchen staff to support staff • hands washed before eating • Free School meals: WONDE vouchers
<p>First Aid/Medical</p>	<ul style="list-style-type: none"> • Children who require first aid should receive this in the same way as before coronavirus i.e. gloves and/or apron may be worn; no additional PPE is needed because of coronavirus for anyone who does not have coronavirus symptoms • EYFS / KS1 / LKS2 must be escorted to the medical room by an adult. Year 5/6 KS2 can go with a friend. They must knock on the internal office window first to alert AW. • Lunchtimes- to be reviewed 4/9/2020 	<ul style="list-style-type: none"> • Updated First Aid to be shared with staff 8/9/20 • Cards to be created for children to bring as not always enough staff to escort children in.



	<ul style="list-style-type: none"> • PPE must be worn-gloves, face mask when administrating first aid. Basic first aid equipment in each class. If unsure escort child to medical room. • If this situation occurs the child is to be walked to the medical room with social distancing observed. First Aider will take over treatment protocols, contacting parent (if necessary). • At least one full Paediatric First Aider on site each day if available for work in addition to at least 1 other first aider based in office/first aid room • If more than one child requires medical room attention the child can be sat outside the medical room. • Sick bowls are available in medical room. • Each classroom has a supply of gloves. • A number of other staff across the school have First Aid training. • Main office staff hold appropriate extended First Aid training. • Counsellor to be based in old finance room-timetable in admin calendar and weekly staff newsletter/timetable. 2 metres apart from child. Well ventilated room. Clean surfaces between children • S and L-stay in small room off small hall-door kept open. Clean surfaces between children 	<p>Younger children to come in with a friend.</p> <ul style="list-style-type: none"> • Medical room-lates. Children not to be mixed unless one household. If late pick up adult to escort child to medical room and inform office via the hatch-if too busy, then child will need to stay in the classroom. Continue to monitor pick up-make adjustments if necessary
<p>Hygiene and Cleanliness</p> <ul style="list-style-type: none"> - How will we maintain cleaning throughout the day? - Evening/morning cleans - Lack of cleaners - Toilets used 	<ul style="list-style-type: none"> • Reminders to children regarding hand washing and good hygiene-Signage as reminders • Staff allocated toilets to use nearest to their base • Cleaning materials will be available in the cubicles to enable individuals to wipe down, cistern handles, door handles etc. These must be placed in the bin and not flushed. • All surplus furniture to be neatly stacked/stored away from use • All surfaces to be cleared of extraneous materials, resources etc. (this will allow for easier and more efficient cleaning). • Soft furnishings cleaned daily in EYs and reception area outside office • Identified entry and exit points for each class for pupils entering the school site • Daily cleaning morning and evening of all areas used, cleaning in between break/lunch times • Doors to be propped open and rooms well ventilated. Windows open. This will be dependent upon weather conditions and temperatures. • Ensure resources are well stocked i.e. hand towels, sanitiser, soap. These are to be checked each morning before start of session. • Consider what equipment is used, how it can be cleaned • Stationary in an individual bag for pupils 	<ul style="list-style-type: none"> • Cleaning procedures will be reviewed regularly and changed if additional cleaning is required. • New order 4/9/20 • Additional cleaning station-link to new build 18.9.20 • NEW BUILD Ensure classes/year groups are staggered at lunch as well as at break. • Hours of site staff amended to cater for additional cleaning



	<ul style="list-style-type: none"> • Antibacterial spray to be used on hands as pupils enter the building • Consider what equipment you want each child to have as a core resource. Have this ready on each child's table. • Regularly remind children to wash their hands or use sanitiser units in classrooms. • Social distancing whilst queuing for the toilet-signs required • Children to go to the toilet one at a time (where possible) unless child needs to go (not prevented). Monitor who goes to the toilet. 	
PPE	<ul style="list-style-type: none"> • Intimate care: use of masks, gloves and aprons. • Medical care: may require use of masks, gloves and aprons and at least use of gloves as a minimum. The school has a small stock of hand sanitiser, foam soap, soaps, paper towels, gloves, plastic aprons and disposable, single-use masks. 	<ul style="list-style-type: none"> • Masks to be worn when dealing with first aid in medical room
Visitors	<ul style="list-style-type: none"> • Any visitor to the school who is coming into the main building should use the hand sanitiser before and after their visit. • Delivery drivers will deliver by the side entrance. There is no need for them to use hand sanitiser as they will just deliver and go. Most wear gloves. • If they need to use the toilet, they must hand sanitise before and after if they are not wearing gloves. There is a hand sanitiser by the photocopier and toilet next to the side entrance. • Parents who come to the school office and ask if they can use the toilets. The same procedure should be applied as for visitors outlined above. • A parent coming to the school office with a child asking to use the toilets. Where the parent is accompanying the child to/in the toilet they may use the staff toilets at main entrance with the same protocol as for visitors detailed above. If the child is going to the toilet unaccompanied they should be told to use the children's toilet opposite the ASC • Nursery and reception parents visits: Can come to main office as it is an scheduled appointment • Appointments with parents to be scheduled and social distancing to be in place 	<ul style="list-style-type: none"> • All visitors to wear a mask in the school and on site • Keep visitors to a minimum -need to wear a mask. Contractors visit out of school hours unless an emergency • Staff asked to leave the premises early if necessary • Lock down -WC: 9.11.20 • Visitors restricted to parents-meetings with SLT only • Masks in place coming into school. • Appointments when only absolutely necessary
Visitors-Counsellors/Speech and Language	<ul style="list-style-type: none"> • Keep room ventilated- doors and/or window open • Sp and L-PPE to be worn due to low level work • Social distancing in place with child for 1:1 • Wipe down area used-Cleaning equipment in rooms 	<ul style="list-style-type: none"> • BCC-own risk assessment



<p>Intimate Care</p>	<ul style="list-style-type: none"> • Two members of staff to clean/change a child • Staff to wear a mask if 2m distance cannot be maintained with gloves, mask and apron • Wet/soiled underwear to be double-bagged and sent home with the child. 	
<p>What happens when a child displays Covid-19 symptoms?</p> <p>What happens if an adult displays symptoms?</p>	<p>Follow government advice: Full Opening Guidance safe working in education implementing the protective measures in education</p> <ul style="list-style-type: none"> • Public Health advice testing and tracing for coronavirus (COVID-19) 	<ul style="list-style-type: none"> • Updated -Flow Chart for WC: 19.10.20. Sent to SLT and office staff
<p>Emergency plans</p> <ul style="list-style-type: none"> - Fire evacuation etc 	<ul style="list-style-type: none"> • Emergency evacuation should follow current protocols but try to maintain social distancing when moving to the assembly area (KS1 and 2 playground). Drill procedure to be shared with staff-signage to support • Staff will be asked to report any concerns or amendments needed to the RA daily to Deputy Head • Abacus checked through fire plan 3/9/20-all can remain the same. KS2 to line up on top pitch as normal. 	<ul style="list-style-type: none"> • Fire procedures shared with new staff 8/9/20 • Fire Drill WC:08.03.21
<p>Behaviour</p>	<ul style="list-style-type: none"> • Staff should avoid touching a child – there should be no reason for a member of staff to touch a child unless they need to be guided away from an unsafe situation (see Essex Steps strategies) 	<ul style="list-style-type: none"> • Behaviour policy shared with staff 8/9/20
<p>Lateral Flow tests for staff</p>	<ul style="list-style-type: none"> • See separate risk assessment 	
<p>How do we hold meetings? Where can PPA be held?</p>	<ul style="list-style-type: none"> • Meetings held in classrooms ventilated rooms- no more than four and socially distanced • 1-1 max 3 in HT room with window open • Hold meetings virtually where possible or a phone call (limit contact) 	<ul style="list-style-type: none"> • PPA -additional rooms available (intervention) PPA room opposite AS room-year group only •