



Risk Assessment for the Re-opening of Bolton by Bowland CEPS & Grindleton CEPS

(Version 7 - 15.06.2020)

The following risk assessment and plan for the re-opening of our schools is written in response to the government announcement that, should there be clear evidence that the five key tests have been met; schools will be able to stage a phased re-opening from 1st June.

The government's five key tests are:

1. We must protect the NHS' ability to cope. We must be confident we are able to provide sufficient critical care and specialist treatment right across the UK.
2. We need to see a sustained and consistent fall in the daily death rate from coronavirus so we can be confident we have moved beyond the peak.
3. We need to see reliable data from SAGE, which shows us that the rate of infection is decreasing to manageable levels across the board.
4. We need to be confident that the range of operational challenges including testing capacity and PPE are in hand with supply able to meet future demand.
5. We need to be confident that any adjustments to the current measures will not risk a second peak of infections that overwhelm the NHS.

Risk Assessment

HEALTH AND SAFETY OF THE BUILDING: Parts of the building have not been used for several weeks.

Action Required

- The Executive Head Teacher and Site Supervisors will undertake a health and safety check of the areas of the building that have not been in frequent use during the closure to the majority of children.
 - Adjustments will be made to the evacuation drill and it will be practised regularly throughout the phased re-opening.
 - Prior to formulating a plan, classrooms will be examined to ascertain the number of pupils that can be contained with each one, with due regard to DfE advice that no more than 15 children should be in each group. Due to the sizes of our classes we suspect we can accommodate lower numbers than this. Classes at Grindleton - 1st 'bubble' - in the KS2 classroom 10 (approx.), 2nd 'bubble' - in the EYFS/KS1 classroom, 10 (approx.). Classes at Bolton by Bowland - 1st 'bubble' - in the KS2 classroom 10 (approx.), 2nd 'bubble' - in the EYFS/KS1 classroom, 10 (approx.).
 - Corridors will be examined to ascertain whether they are wide enough. DfE guidance states: *brief, transitory contact, such as passing in the corridor, is low risk.*
- Ensure regular daily/weekly/monthly checks have been completed and 'catch up' if needed



STAFF AVAILABILITY: Insufficient numbers of staff will impact on the school's ability to deliver a phased return as outlined in the DfE guidance.

Action Required

- The Executive Head Teacher will call each staff member to ascertain availability from 1st June and to offer reassurance and provide an opportunity to discuss the plan.
- Audit staff availability giving due regard to the government categories of clinically vulnerable and clinically extremely vulnerable adults:
 - **Clinically vulnerable adults** (people with some pre-existing conditions as set out in the staying at home and away from others guidance) should take extra care in observing social distancing and will work from home as far as possible. This includes pregnant women. They will be responsible for supporting Home Learning and lesson planning.
 - **Clinically extremely vulnerable adults** (those with serious underlying health conditions that put them at very high risk of severe illness from coronavirus and have been advised through their clinician or through a letter) should rigorously follow shielding measures and will not be required to work outside of their homes. They will be responsible for supporting Home Learning and lesson planning.
 - **Member of staff who lives with someone who is extremely clinically vulnerable** will work from home to support Home Learning and planning
 - **Member of staff who lives with someone who is clinically vulnerable**, including those who are living with someone who is pregnant, can attend work and their availability will be assumed.
- The audit will be repeated each week to ensure up-to-date information about staff availability supports the Executive Head Teacher to plan.
- A designated senior leader for safeguarding will be available either on both sites and at least one of the sites. The other DSLs will be available via phone and email.
- The SENDCO will be available on site or via telephone each day.
- There will be somebody available to answer the phone on site every day.
- Staff must not come into school if they have coronavirus symptoms or should go home immediately if they develop them whilst at work.
- Where teaching or support staff availability does not meet the requirements of the plan, regular supply staff will be contacted to provide consistent cover for a group.
- Where cleaning staff availability does not meet the requirements of the plan, cleaning agencies will be contacted.
- In the event of a catastrophic outbreak of illness and staffing levels falling dramatically, meaning the plan cannot be implemented, the Executive Head Teacher will contact the local authority for advice.
- Staff will try to modify their way of working as much as possible to minimise close physical contact with children.

PERSONAL HYGIENE: Poor personal hygiene could result in the spread of COVID-19 through touching objects, or through it being passed by coughs and sneezes.

Action Required

- Children will be taught and reminded regularly to wash their hands for 20 seconds, whilst singing *Happy birthday to me*.
- Children and adults will be encouraged to use hand sanitiser throughout the day and before and after coming into contact with frequently touched objects, e.g. door handles, light switches, laptop.
- Children and adults will wash their hands on entry to school
- Children and adults will wash their hands before and after using any shared equipment
- Children to be taught how to cough/sneeze into their elbow if there is not time to get a tissue.
- Children and adults will use the 'catch it, bin it, kills approach' of using tissues to catch coughs and sneezes if time allows
- Tissues will be available in all areas being used with spare boxes readily accessible in the Site Supervisor's room.
- Small bins will be provided in all classrooms for the disposal of used tissues. These will be emptied regularly by staff wearing appropriate gloves.
- Children will be reminded to wash their hands after they have used a tissue to catch a sneeze.
- Children will be reminded to wash hands thoroughly after using the bathroom.
- The Site Supervisor will ensure there are sufficient supplies of hand-sanitiser, soap, paper towels and tissues in each classroom at the start of each day. If there is a shortage they must order more through the school bursars.
- Children will be reminded to avoid touching their faces with unwashed hands.
- PPE such as aprons, gloves and face masks will be available for all staff and they can wear those as and when they see fit. PPE must be used by staff who are providing intimate care, cleaning bodily fluids or looking after a child who has become unwell. These will be stored in the group quiet room at Grindleton and the room annexed to the staff room, which will be repurposed as a Medical Room for the duration of the phased re-opening.



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- A set of simple, easy to remember rules will be devised with and for the children and will be displayed around school.

CLEANLINESS OF SURFACES: The COVID-19 virus can live on surfaces and can be transferred through contact with bodily fluids.

Action Required

- Areas of the building that are in use will be subject to frequent cleaning by employees and/or a cleaning contractor.
- Cleaning hours will be extended if necessary to allow for the new cleaning regime to be implemented.
- All work-spaces, regularly used areas and surfaces will be cleaned regularly during and after use by the adults in class and by the cleaning staff at the end of each day.
- Cleaning and disinfection of frequently touched objects and surfaces will be carried out by the cleaning staff, e.g. door and window handles, taps, table-tops, sports equipment, teaching and learning aids, computer equipment, telephones, toys and bathroom facilities, food preparation areas.
- Doors will be propped open where possible to minimise the touching of handles and push plates. As many are fire doors, staff will remain extra vigilant to the risk of fire.
- Windows will be kept open to ensure good ventilation.
- Bathroom doors will also be propped open. Urinals will be out of use to protect modesty whilst the doors are open. The boys will use the toilet cubicles to urinate.
- Waste bins will be emptied regularly, and the contents disposed of safely, by tying bin bags and placing in the waste skips.
- A cleaning schedule will be communicated prior to the reopening, with the Executive Head Teacher, Site Supervisor and other staff.
- Personal Protective Equipment will be provided for employees to wear during cleaning activities which involve contact with bodily fluids and must be worn as instructed e.g. gloves, aprons, facemasks, etc.
- The photocopier keyboard will be wiped after every use, using disinfectant spray and disposable tissue.
- Good house-keeping and standards of tidiness will be maintained to reduce the risk of the spread through paper and other objects left lying around, and to support the ease of cleaning.
- Cleaning materials in use throughout the day will be accessible to staff but kept out of reach of children.
- The site will be closed for a deep clean to take place should a case of COVID-19 be confirmed within the school population.

ALL STAFF WILL HAVE A RESPONSIBILITY TO DO ONGOING CLEANING DURING THE DAY.

SOCIAL DISTANCING: The COVID-19 virus can be transferred through airborne particles.

Action Required

- Adults will adhere to the guidance on social distancing at all times. The DfE COVID-19 guidance on [implementing social distancing in educational settings](#) is reviewed regularly so will be checked regularly by senior leaders.
- Adults will socially distance themselves from each other, pupils and parents/carers at all times.
- The staffroom layout will be changed to support social distancing and the number of staff in at any one time will be limited.
- The Executive Head Teacher will canvas parents/carers to ascertain the number of children likely to return to school during the phased reopening once the Risk Assessment and Plan have been completed.
- The staff will work together to plan responsibilities and rotas, taking into account the numbers of children who are to attend.
- Rotas will be reviewed daily to ensure that social distancing can be maintained. If staff levels fall, the number of children on site will be reduced to reflect those that can be safely cared for by one adult. This may happen at short notice if staff levels fall suddenly. Parents/carers will be made aware that they may receive a text cancelling their child's session on the evening prior to, or on the morning of, the session being scheduled. They will be asked to check for messages to avoid unnecessary travel to school.
- Children will be dropped at the front doors of school. Parents will not be allowed to congregate in the yards or on the paths.
- Parents/carers will not enter the school unless absolutely necessary and, if they do need to enter the school, they will follow the strict handwashing and social distancing guidelines.
- The social distancing measures and arrangements for dropping off and collecting children will be shared with parents/carers via email and through publishing this Risk Assessment and Plan, this may involve staggered start and finish times for different year groups depending on numbers.
- A one-way system will be in operation on the paths at the front of school and will go round the school so to not meet other parents.
- Only one parent/carer will be permitted onto the site to drop off or collect their child.



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- Markers will indicate the 2m distances on the inward path, to support parents/carers dropping off children to maintain social distances.
- If numbers increase and there is a need for further 'bubbles' of children staggered starts, breaks, lunches and finishes will be employed.
- 2m markers will be used in the corridors of school.
- The children will practise the routine for collection, which will involve standing in lines at 2m distances
- Year Six children (when they are phased in) will be encouraged to walk to and from school if this is their normal routine. This will reduce the number of parents/ carers arriving to collect children.
- Children will be taught in small groups.
- The classrooms will be adapted for social distancing by removing tables/chairs so children cannot sit, work or play too closely together.
- Additional closure time may be needed to enable classrooms to be adapted or cleaned for increased numbers.
- Additional closure may be required to give PPA to staff if all the 'bubbles' are in place and staff are required to be in school more often.
- The children will be instructed to socially distance themselves from the adults and the other children in their group during learning and social times, and lunchtime. This will be supervised.
- School meals will be prepared on site and will be free to children in Reception Class and Year One under the universal free school meals scheme for infant children.
- School meals will be made and put in 'drop bags' that will be brought to the children in their 'bubbles'.
- Break times and lunchtimes may need to/will be staggered to reduce the chance of social distancing being broken between groups.
- The children will not be allowed to leave the classroom unaccompanied, e.g. to collect resources, visit the photocopier.
- Classroom printers will be used as much as possible.
- Larger gatherings, such as Team Meetings and assemblies, will not be permitted during the phased re-opening period.
- All social distancing measures described above will also be applied to the Key Worker and vulnerable children already attending the school.
- Posters will be produced with the children/printed off to help them remember the social distancing 'rules'.
- Breakfast and After School Club provision will not restart to reduce pressure on the children to maintain social distancing beyond the hours of the school day.
- This Risk Assessment will be shared with all staff via email and virtual meetings to ensure that all staff are aware of the measures in place and their own responsibilities.

VISITORS: Visitors, including parents and carers, contractors and adults working on behalf of other agencies, present a risk of transferring COVID-19 to the school population.

Action Required

- External visitors to the school will be limited to those who are absolutely necessary.
- Parents/carers will not come into the school building unless it is strictly necessary, by appointment only and only one adult per family.
- Any meetings with adults from outside the school population will take place maintaining the 2m social distancing rules.
- Any one-to-one support for pupils, e.g. SEND specialists, counselling service, will take place in the staffroom/additional classroom with a 2m distance maintained between the adult and the child.

CURRICULUM: the majority of children will not have been in school since 20th March. There will be gaps in learning that will need to be addressed over time, and rules/routines that need to be re-established.

Action Required

- The curriculum for the phased re-opening will focus in settling children back into school, establishing rules and routines to find a new 'normal', reinforcing the sense of friendship and belonging, promoting physical activity and revisiting basic skills within English and mathematics, PSHE and RE.
- Where possible, the Home Learning and school learning will be matched in English and mathematics.
- The class teacher will retain responsibility for planning the curriculum for their year groups.
- Individual teachers will take responsibility for planning and delivering different aspects of the curriculum in the afternoons. These would include computing, art and design, design and technology and music.
- Planning will be responsive to the needs of the children in terms of both their subject learning and their emotional needs.
- Activities will be adapted to meet the needs of individual pupils.
- Class teachers will maintain strong links with parents of vulnerable children and will continue to make regular phone calls.



MARKING AND FEEDBACK IN CLASS: It will not be possible to provide marking and feedback on children's work as normal due to social distancing requirements and the risk of COVID-19 being transferred on the surface school books.

Action Required

- Teachers will be asked not to work in close proximity to the children and to give feedback from a 2m distance.
- If children require support with a piece of work, the staff member will remain at a 2m distance with child's book/activity between the two.
- In order to give feedback on work during the lesson, children will be asked to place their opened book 2m from the staff member and step back. The staff member will then approach the book and will give verbal feedback or further explanation. If necessary, sticky notes will be used so that the teacher can give written feedback.
- A Perspex screen has been bought to enable staff to sit closer to children whilst ensuring a screen between them.
- At the end of any session where written work has been completed, children will leave their books open on the tables as they leave for their break. The staff members will leave written feedback on sticky notes.

HOME LEARNING: all available staff will be on site on a rota basis to support the implementation of the phased re-opening plan once it is underway. They will respond to the home learning going on at home when they are not in school.

Action Required

- Clear communication to parents/carers that the staff who are on-site supporting the phased re-opening and will be unable to respond to emails and Home Learning.
- When teaching staff who are supporting the phased re-opening are on site they will not be able to respond immediately to home learning. Responses to home learning will only be completed when staff are working from home.
- TAs will complete proportional hours in school and then be given tasks to complete whilst they are working from home. These tasks will be communicated to them by their line manager (class teacher).
- Tasks for Home Learning will match those set for the children in school. Teachers will need to consider how they can adapt the Home Learning for the children in school, given there might be limited availability of technology depending on numbers in school.
- The Executive Head Teacher's expectations of the amount of Home Learning that can be set and the level of feedback that can be given will be adjusted to take into account the new context in which staff are working.

PUPIL AND STAFF WELLBEING AND MENTAL HEALTH: The coronavirus may have caused significant mental health or wellbeing difficulties for some staff and children.

Action Required

- An online group meeting with staff will take place prior to the phased re-opening to ensure staff understand and are able to follow the arrangements.
- The Executive Head Teacher will make contact with all staff via zoom/email/telephone to answer questions and provide reassurance if required.
- The Executive Head Teacher and Governors will be mindful of the wellbeing of all staff, including their own, and will strive to implement flexible working practices to promote a good work-life balance.
- The Board of Governors will assign a small, pastoral support group with responsibility for staff wellbeing.
- For those groups of children who are in school, the curriculum in school will match the Home Learning tasks to minimise the duplication of workload. The overall responsibility for planning will remain the responsibility of the class teacher. The class teacher will distribute planning to any other teachers responsible for its delivery as the classes will be split or year groups will be together.
- Teachers who are teaching groups from year groups other than their own in school, will deliver lessons planned by the substantive class teacher. They will retain responsibility for setting the Home Learning for their own class.
- The school day will run from 9am until 3.30pm.
- Staff will be required to arrive in school no later than 15 minutes prior to the start time of their group.
- The school will close to all pupils by 3.30pm at the latest each day and staff will be encouraged to leave as soon as is practical after that time.
- A counselling service will be made available in school for staff and pupils and bereavement services will be procured if required.
- Safeguarding concerns and disclosures by children will be responded to following the school's existing Safeguarding Policy.
- Staff will provide opportunities for the children to, amongst other things:
 - talk about their experiences over the past weeks, recognising the best and worst bits of the lockdown for each child;



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- converse one-to-one with a trusted adult, where staffing ratios allow;
- engage in PSHE lessons which focus on belonging, togetherness, friendship and staying safe;
- engage in settling-in activities similar to those used at the start of a new school year.
- Staff will endeavour to reintegrate children into school, supporting their wellbeing, whilst addressing the fact that school is not 'back to normal' and many routines will seem strange and unfamiliar.

ADULT OR CHILD BECOMES UNWELL: They may be infected and may go on to infect other members of the school population.

Action Required

- Staff will remain vigilant for signs of anyone with a new, continuous cough or a high temperature. Staff will also check for those people who have a loss of taste or smell.
- The parents/carers of any child displaying these symptoms will be contacted and they will be required to collect their child immediately.
- Any adult displaying symptoms will be sent home immediately. If they are too unwell to make the journey home safely alone, a member of their household will be contacted to collect them immediately.
- Any child or adult awaiting collection will be moved to the afore mentioned 'medical' rooms. Adult supervision will be provided, maintaining social distancing. The windows will be opened to allow ventilation.
- If a child or adult awaiting collection requires the bathroom, they will use the staff/disabled bathrooms which will be cleaned immediately after and disinfected before being made available to anyone else.
- PPE (apron, gloves and face mask) will be worn by any member of staff caring for a child or adult who is displaying symptoms.
- Once the child or adult has left, the 'Medical Room' will be cleaned and disinfected. Any staff members involved in this process will use PPE and will wash their hands thoroughly, for 20 seconds, afterwards.
- The child or staff member will self-isolate for 7 days and will not return to the school during that period.
- The household members of the child or staff member will need to self-isolate for 14 days. Any siblings will not be allowed back into school until this period has lapsed.
- Staff and children have access to testing if they display symptoms of coronavirus and are encouraged to be tested in this scenario. Parents/carers of children 5 or over can use the online 111 coronavirus service to access testing. For children under 5, parents/carers will need to call 111. Staff members can access testing through the online digital portal for key workers at <https://www.gov.uk/apply-coronavirus-test>
- If the child or staff member tests negative, they can return to school and their household members can end their isolation.

CONFIRMED CASE OF COVID-19 IN OUR SCHOOL: Increased risk of infection to the school population.

Action Required

- Where a child or staff member tests positive for coronavirus, the rest of the children and staff members will be sent home and advised to self-isolate for 14 days. The other household members of staff or children in the group do not need to self-isolate unless the child or staff member subsequently develops symptoms.
- As part of the national test and trace programme, if other cases are detected within the school, Public Health England's local health protections teams will conduct an urgent investigation and will advise the school on the most appropriate action to take.