

Downlands Community School Risk Assessment for full reopening from September 2020

The definitive advice for schools remains the following DFE guidance:

[DFE guidance for education and child care settings from national lockdown Jan 2021](#)

[DFE guidance for restricting attendance following national lockdown in January 2021](#)

[DFE overview of scientific evidence](#)

Downlands school receives daily emails and guidance from the DFE, which are then relayed to other colleagues by the headteacher.

This document covers:

- Planning to open the school to all pupils
- Systems and practice once open to all pupils
- Managing medical issues
- Communication
- Residual Risk Matrix (Appendix 1)
- Drop off and pick up diagrams (Appendix 2)

This document was originally sent to childrenc19@dorsetcouncil.gov.uk on 17th July and shared with parents and staff at this point also. It has been updated in light of fresh guidance from the DFE on January 2021 with respect to the national lockdown, with updated copies made available to staff and parents. Staff will also be pointed to detail of the revised risk assessment at weekly briefings.

	Specific Actions	Residual risks	Lead responsible and completed date
Planning to open the school to all pupils			
Site management	<p>How can we be sure that basic utilities are safe and working? Legionella tests continue to be ongoing. Weekly testing/checklists restarted on 18/5 and are continuing including weekly flushing of inactive water outlets and Legionella tests. The pasteurization system has remained active throughout the Spring/Summer period. Routine maintenance was carried out in the summer holidays: PAT testing and heating/plumbing servicing. New lighting was installed in several rooms and the whole school was subject to a deep clean.</p> <p>How will normal emergency fire evacuation procedures be affected by the new reopening regime? Redraft of evacuation procedures will be completed and shared. This will involve classed exiting through most immediate fire exit and assembling in class register groups as normal. Children to evacuate as normal and line up with social distancing in tennis courts. New fire drill involving different protocols for adult sweeping and the need to kick away door jams to prevent fire escalation will continue. Fire Drill completed during week beginning 14/9/20. Fire Drill planned for 1st Spring Half term, during lockdown and reduced numbers.</p> <p>Additional door jams were purchased and auto hold mechanisms to be activated so that unimpeded flow can be achieved. This unimpeded flow is set up by the site manager at the start of each day. Procedures for kicking away door jams to be added to updated fire safety drills.</p> <p>How can water fountains be made safe? Site manager will maintain coverings on all water fountains with bin bags. Children and parents will be advised to bring clearly named water bottle. Site manager will continue to ensure adequate air flow in all teaching rooms and corridors at the start of the day though the opening of windows may be scaled back when temperatures drop.</p>	<p>Low (3) – weekly checks need to be maintained in order for malfunction to be detected speedily.</p> <p>Low (3) – initial uncertainty over drills will be eased after first drill. Need to repeat guidance as new children start after 1st June.</p> <p>Low (1). Relies upon parents naming water bottles and providing for pupils. Low risk of pupils inadvertently using wrong bottle.</p>	<p>RGr on-going</p> <p>JRi shared amended new evac procedures on 3/9/20</p> <p>RGr ongoing</p>

	<p>Can the lift be used? The site manager has overseen recent routine checks with regards to the lift. Two children currently have levels of disability which may require them to use the lift and they will be accompanied by their key worker or 1:1 TA only. Toucan fluid will be on hand (near steps) to clean keys afterwards. Disabled adults using the lift will be unaccompanied.</p> <p>How can we maintain security? The gated entry points will be padlocked by the site manager shortly after drop-off times. The front door (key code entry) to the school should be closed at all times. The main entrance doors should be set to automatic to reduce manhandling of door handle.</p> <p>How will the school prepare for contractors and deliveries? Site manager to contact all contractors to advise of social distancing regime around school and to advise for work to be carried out outside of school opening hours where possible. Signage on front entrance to advise of the need to phone the office on arrival and the expectations for social distancing in the reception area. All visitors to the school must sign in using our electronic system for track and trace purposes. All site visitors must wear face masks if Dorset is in tier 2 or 3 for COVID-19 alert status or national lockdown (tier 5).</p>	<p>Low (1). Very infrequent use of lift, which is not fully enclosed allowing for ventilation.</p> <p>Low (1). School is situated on a secure garrison camp. All handles are included in frequent use cleaning instructions.</p> <p>Low(4). Based on the medical evidence (DFE overview of scientific advice) that adults are more susceptible to the disease and that the severity of the disease is greater with age. Residual risk around adults not observing social distancing and or personal hygiene</p>	<p>RGr to ensure that Toucan fluid near steps is replenished weekly – on going</p> <p>RGr to set front doors to automatic each day. Office staff to ensure that key code door is closed at all times.</p> <p>RGr to inform contractors and suppliers at the point of need. Plus signage in reception.</p>
Other premises matters	<p>Which PPE should be routinely maintained? Toucan fluid sprays (in all teaching areas) should be replenished weekly by teachers and TAs from fresh supplies made available in staffroom. All teaching areas to have a nose blowing station and pedal bin. Teachers to ensure that tissues are replenished. All teaching areas to have hand sanitiser bottle. All colleagues to be equipped with sanitiser bottle lanyard. Teachers responsible for replenishing by contacting office. Site manager/admin team to maintain 4 COVID-19 cleaning kits (KS2/KS1/Dandelions/Medical isolation room), each containing: yellow bin bags, labels; mops with disposable mop heads; blue roll; Bioguard cleaning fluid; aprons; gloves; face masks; face shields.</p> <p>How can we ensure that there is enough hand soap and paper towels?</p>	<p>Low (4). Toucan systems up and running. Raised risk due to winter months and need for catch it, bin it, kill it. Though use of COVID-19 cleaning kits will be infrequent, they are critically important to prevent the risk of cross infection in the event of a positive COVID-19 test.</p> <p>Low (2). Based on the small likelihood that a proven system may fail</p>	<p>Admin to ensure that new tissue pedal bins are in place by 3/9/20 Teachers and site manager to check other PPE routinely. First Aid Leads to maintain PPE in kits</p> <p>RGr - ongoing</p>

	<p>Apply current systems which are working. Site manager to ensure regular checks on soap and towel supplies in all toilets and that cleaning regimes are working.</p> <p>What signage should be maintained? Continue to use Camp 2m distanced signage round school. Floor arrows and hazard tape to be replaced at the point of need. All teaching areas to display hand washing posters and nose blowing station posters. Toilets to have clear hand washing reminders,</p> <p>What other considerations for reception? Parents advised not to enter the school building unless through appointment and via the front office. All visitors to wear face masks if Dorset is in tier 2 or 3 alert status or national lockdown tier 5. All necessary staff/parent contact to be undertaken by phone call or video conferencing where possible. Any urgent face-to-face meetings between adults in school will require attendants to wear face masks if Dorset is in tier 2 or 3 alert status or tier 5 national lockdown. In tier 1 alert status, urgent face-to-face meetings can take place without masks if fewer than 7 people are in attendance and adequate social distancing can be achieved. All necessary stakeholder contact to be undertaken by phone call or video conferencing. Hand sanitiser to be available to all visitors entering the school. All visitors must sanitise their hands before entering the building. All visitors to the school must sign in using our electronic system for track and trace purposes. Reception area to only have members of one household at a time, or two adults applying social distancing. Wednesday home working rota for third staff member. Reception staff to only open glass partition 10 cm and ask visitors to stand where indicated on the floor. Office staff will wear face masks to converse with visitors if Dorset is in tier 2 or 3 alert status, or national lockdown tier 5. Also, encourage visitors to phone office to communicate if necessary.</p> <p>How will the school maintain smooth unimpeded flow of staff and pupils? Staggered breaks/lunch/hand washing/toilet use. Maintain furniture free corridors corridors. Use old Jimmy's site to store excess furniture.</p>	<p>Low (2). Signage forms part of a multi-layered education strategy, which includes the 'protect the pack' mentality which will provide regular reminders to pupils and staff about hygiene, cleanliness and distancing.</p> <p>Low(4). Based on the medical evidence (DFE overview of scientific advice) that adults are more susceptible to the disease and that the severity of the disease is greater with age. Residual risk around adults not observing social distancing around drop off and pick up points.</p> <p>Low (3). Based on a high likelihood that children will breach social distancing, but coupled with science below: "The exact rates of infectivity and transmission of children is not fully known yet; this is a novel virus and the scientific understanding is developing all the time. However, the current understanding is that there is a high degree of confidence that the severity of disease in children is lower than in adults. • There is also moderate to high degree of confidence that the susceptibility to clinical disease of younger</p>	<p>Site manager to ensure adequate signage 31/8/20 Pack teachers and adults to ready teaching rooms during w/b 31/8/20</p> <p>Office team to ensure systems are in place by 2/9/20</p> <p>RGr to put in place new floor signage and Pack adults to train pupils on new system</p>
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	<p>Maintain middle line and arrows to all corridors. Apply new one-way system for children accessing hall/medical room or office: upstairs, but out through hall and down ramp towards main corridor. Additional door jams to be purchased and auto hold mechanisms to be activated so that unimpeded flow can be achieved. This unimpeded flow is set up by the site manager at the start of each day. Procedures for kicking away door jams to be added to updated fire safety drills. All pupil packs to use class doors to access outdoor learning and breaks. Pupils grouped according to existing packs during national lockdown.</p> <p>How will new cleaning regimes be maintained? Full cleaning rotas to be maintained with consideration given to extra hours where necessary. Site manager to advise team on cleaning advice presented in DFE Cleaning Guidance (refresh training given in late May) Site manager to ensure that detergent and disinfectant (or combined) cleaning fluids are available to cleaners at all times and that due warnings are given in the event of a COVID-19 alert in a given area. Full cleaning rotas maintained during national lockdown.</p> <p>Mark A Foxwell m.a.foxwell@dorsetcc.gov.uk Can advise on specific issues.</p>	<p><i>children (up to age 11 to 13) is lower than for adults.”</i> DFE overview of scientific advice</p> <p>Low(4) To help prevent the spread of the coronavirus (COVID-19), a range of approaches and actions should be employed: cleaning frequently touched surfaces often using standard products, such as detergents and bleach</p>	<p>RGr to communicate on-going requirements during deep clean sessions in August 2020</p>
<p>Staff Management</p>	<p>What extra training will be put in place? Training Day on 4/1/21. Virtual meeting to be recorded (attendance in school will be voluntary). To revisit key principles All staff have undertaken the Prevent COVID-19 e-learning unit and generate certificate: Online training for COVID-19</p> <p>How will staff hygiene/cleanliness be encouraged? All staff instructed to clean hands as soon as they enter building with sanitiser or soap and water. New pedal bin installed in staff room. Admin team to order detergent products for shared phone use. Staff hand sanitiser to be in place for all teaching areas. To be replaced at point of need. Plus lanyard sanitiser bottles made available</p> <p>How will staff mixing be controlled? Only 8 adults allowed in the staffroom at any one time and staff to observe distancing, at least one chair between each adult. 4 adults in the</p>	<p>Low(4). Based on the medical evidence (DFE overview of scientific advice) that adults are more susceptible to the disease and that the severity of the disease is greater with age.</p>	<p>Risk management strategies explored during 2/9/20 training Risk management</p>

	<p>comfy chair area and 4 adults in the formal seating area. Staff to avoid congregation without appropriate social distancing. Natural segregation achieved through staggered breaktimes and lunchtimes. Continued staffroom use considered important protective factor in staff mental health.</p> <p>Staff not to eat in hall with children - rather to use teaching rooms or staffroom (no more than 8 persons, appropriately distanced).</p> <p>Only 3 people allowed in office at any one time. Rota in place to allow home working for office staff on some days.</p> <p>Staff to consider using personal flasks for hot drinks and water bottles to limit need for staffroom use.</p> <p>No mass face-to-face meetings. Use Google Hangouts or Zoom as directed by SLT for routine meetings and training until further notice.</p> <p>Limited parent consultations. Use phone consults or video conferencing where possible. Or meetings with strict social distancing and hygiene rules in place. A separate plan for twice yearly main parent consultations will be drawn up.</p> <p>How will the school protect vulnerable staff?</p> <p>HT has already consulted all staff regarding potential medical vulnerabilities. The school will be mindful of its responsibilities to those teachers who are returning to work following the relaxing of shielding measures from 1 August. Advice for those who are clinically-vulnerable, including pregnant women, is available and individual risk assessments carried out. Individuals who are still considered to be clinically extremely vulnerable will be able to attend COVID-19 secure workplaces under all alert tiers. However, individual risk assessments will be put in place as necessary and the school will respond to any additional medical advice from the individual. Under tier 5 national lockdown, colleagues will be allowed to wear masks for small group work where closer proximity is required and to address personal anxieties or underlying medical issues. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.</p> <p>How will non pack adults be protected?</p> <p>Headteacher, ELSA, admin staff and lunchtime supervisors will all be considered a non-pack adult. As such they must maintain strict social distancing around children to avoid 'close comntacts'.</p>	<p>Medium (6). Based on the medical evidence (DFE overview of scientific advice) that adults are more susceptible to the disease and that the severity of the disease is greater with age. Residual risk around adults not observing social distancing whilst on school grounds. Also, that there may be undiagnosed medical vulnerabilities in the adults working in the building</p> <p>Low(4). Based on the medical evidence (DFE overview of scientific advice) that adults are more susceptible to the disease and that the severity of the disease is greater with age.</p>	<p>reviewed in weekly briefings</p> <p>JRi to speak to individual staff following 2/9/20, using outcomes of recent staff medical survey</p> <p>JRi to liaise with Teaching Personnel at the point of need</p>
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	<p>Will supply teachers be considered? The school will comply with the DFE guidance on use of supply teachers. All individuals asked to work in school will receive guidance on the school's risk assessment. The school will use Teaching Personnel as its provider, if necessary, following the usual safeguarding precautions.</p> <p>How will staff mental health be supported? Regular virtual social events planned: Zoom quiz. Coaching used to check on professional development. Adult mental health support offered from NEU: NEU advice for adult mental health in relation to Coronavirus SLT are aware of NEU guidance on NEU guidance for staff mental health and well being during Coronavirus Referrals to 'Schools' UK' stress counselling at the point of need.</p>		
<p>Organising classrooms and learning spaces</p>	<p>How will classrooms be set up? Seating for classes up to 34 – facing the front where possible. seated spaces for adults at adequate distances. All unnecessary furniture removed from classrooms. Seating areas clearly named. KS2 pupils to bring pencil case with basic equipment which is named. KS1 pupils to be provided with equipment which needs to be named and stored in the child's seating area. Check window openings to maintain natural draught. A couple of windows to be opened at the start of each day and closed at the end, dependent on outside temperature. In low temperatures, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> • opening high level windows in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform • rearranging furniture where possible to avoid direct drafts <p>Ensure supply of tissues in class and nose blowing signage near tissues and bin/bagged using new pedal bins. Hand washing and tissue use posters used in classrooms. Sink, hand soap and paper towels available for handwashing in each classroom. In situ detergent based products made available (TOUCAN available inexhaustibly from Garrison). All classrooms provided with hand sanitiser for staff use. Use of floor signage and hazard tape to demarcate areas.</p> <p>How will intervention spaces be set up? Doors to be wedged open in smaller rooms and/or windows open if possible. All rooms to be equipped with tissues, gel and bins, signage, as per classroom. Floor markings recommended to demarcate seating</p>	<p>Low (2). Based on the small likelihood that some children will forget hygiene expectations but coupled with science below: <i>"The exact rates of infectivity and transmission of children is not fully known yet; this is a novel virus and the scientific understanding is developing all the time. However, the current understanding is that there is a high degree of confidence that the severity of disease in children is lower than in adults. • There is also moderate to high degree of confidence that the susceptibility to clinical disease of younger children (up to age 11 to 13) is lower than for adults."</i> DFE overview of scientific advice</p>	<p>Pack teachers and adults w/b 1/9/20</p>

<p>Organise pupils into smallest possible packs.</p>	<p>How can we limit children's exposure to other children and adults? Children will not mix other outside of their phase groupings: FS; Y1/2; Y3/4; Y5/6. For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply as set out here, and we recommend using these to group children.</p> <p>Adults deployed to work in one 'pack'/phase only, unless strict social distancing is adhered to (ELSA).</p> <p>During national lockdown, FS1 will ideally be staffed for a limit of 20 children in one pack. If there are more than 20 children, these will be split into two packs and staff rotas will be dissolved. Where possible, hours will not be reduced during the day as this increases the need for children and adults to transit to/from the FS1/reception area.</p>	<p>Low (3). Based on a high likelihood that children will breach social distancing, but coupled with the current understanding that there is a high degree of confidence that the severity of disease in children is lower than in adults. • There is also moderate to high degree of confidence that the susceptibility to clinical disease of younger children (up to age 11 to 13) is lower than for adults." DFE overview of scientific advice</p>	<p>SLT to design groupings before the 17/7/20</p>
<p>Managing pupils</p>	<p>How will new behaviour and safety code be instilled with pupils early on?</p> <p>First thing on Monday 5th January 2021, (and repeated if necessary), all class teachers and TAs engaged in communicating expectations for safe behaviour and 'protect the pack' ideology, following tier 5 alerts status:</p> <ul style="list-style-type: none"> • Hand washing video. Review the guidance on hand cleaning - when will hand washing happen? Also, to use the e-bug PHE resources. <p>- On arrival - Before and after each breaktime/lunchtime - Before and after each PE activity - Before leaving school - After all use of the toilet - After blowing nose</p> <p>*Suggest that class teachers ask some children to wash hands in toilets and some in classrooms to ease burden</p> <ul style="list-style-type: none"> • Catch it, Bin it, Kill it – tissue station • Movement around school • Prohibition of mixing with non-pack children • Break and lunchtime expectations including staggered timings • Acceptable play and use of equipment • One-way system around top corridor access • Non pack adults 	<p>Low (2). Based on the small likelihood that some children will forget 'protect the pack methodology'</p>	<p>HT to write to all parents on 17/7/20</p> <p>Pack teachers and adults w/b 1/9/20</p>

	<ul style="list-style-type: none"> • Vulnerable children <p>How will the school react to non-compliant or disrespectful behaviour which threatens the 'protect the pack' mentality?</p> <ol style="list-style-type: none"> 1. Prevention is better than cure - build protect the pack mentality and establish expectations on each child's first day, communicate with parents beforehand via letter, communicate with pupils via classroom video; 2. Discussion with teacher; 3. Educational consequence with SLT and ELSA with strict social distancing; 4. Video conference or phone call with parent and HT. <p><i>New therapeutic behaviour policy in place (Dorset Steps Approach)</i></p> <p>How will the school accommodate returning clinically extremely vulnerable pupils?</p> <p>School will contact parents after lockdown decision on 4/11/21 to enquire as to any new medical instructions from individual doctors and consultants. CEV children are advise to isolate at this time and only children of critical workers or those in vulnerable situations should attend school risk management plan, which will be shared with all adults. Also shared with children, appropriately. In tier 1-3 situations, the school has made contact with the parents of all previously CEV pupils and devised risk assessments where appropriate.</p> <p>How will the school accommodate returning children with EHCPs?</p> <p>In tier 2-3 situations, the school will contact parents in to devise a risk management plan, which will be shared with all adults. Also shared with children, appropriately. In national lockdown tier 5, parents will be contacted to make clear the rights of children to be in school, whilst maintaining regular contact with those children with EHCPs who choose to learn at home.</p>	<p>Medium (6). Based on the individual vulnerabilities of children who were previously shielded.</p>	<p>SENCo w/b 1/9/20</p>
Systems and practice once open to all pupils			
<p>Teaching and learning offer</p>	<p><i>During national lockdown, please refer to the school's specific information on home learning which can be found here.</i></p> <p>What subjects will be offered?</p> <p>Emphasis on maths and English in the morning. Some non-core subjects delayed till second half of the year, but otherwise a broad and balanced curriculum.</p> <p>What equipment can be used in lessons?</p>	<p>Low (3). Based on a high likelihood that children will breach social distancing and may forget hygiene advice.</p> <p><i>"The exact rates of infectivity and transmission of children is not fully known yet; this is a novel virus</i></p>	<p>Middle leader actions across the year</p>

	<p>Unnecessary sharing of equipment will be avoided. Where equipment is shared within a pack. Toucan fluid will be used to clean hard surfaces, before being used by other pupils. If equipment is shared between packs, it needs to be thoroughly cleaned with Toucan fluid, or left for 72 hours and children asked to wash their hands before and after use. Shared resources that are difficult to clean (e.g sand) should not be used until further guidance is given.</p> <p>Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>How will PE be delivered?</p> <p>Pupils will be kept in classes and sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.</p> <p>KS2 Pupils should arrive in school in PE kit on days when this is required, to negate the need to change in classrooms.</p> <p>Pupils may also engage in weekly aerobic routine as pack, either on field or netball courts and 'active mile' on at least two days, carried out as a pack using space available. Pupils will wash hands before and after episodes of PE. Any equipment used should be cleaned before and after using TOUCAN fluid. School to act on guidance regarding phased return to physical activity and the separate COVID-19 DC risk assessment for PE.</p> <p>How will whole class music be delivered?</p> <p>Pupils will wash hands before and after episodes of Muisic. Following recent government guidance, singing will be restricted to the hall (or outside) with no more than one class present. Accompanying music volumes should be quiet to lower volume needed by pupils. Any wind instruments should be played in the hall (or outside) with no more than one class present. In general, instruments should not be shared and equipment (beaters etc) should be cleaned between use.</p> <p>Can work be completed in books?</p> <p>Work can be completed in exercise books and books should be marked at school by teachers, rather than taking them home. Occassionally, teachers may take digital images of written work so that feedback can be</p>	<p><i>and the scientific understanding is developing all the time. However, the current understanding is that there is a high degree of confidence that the severity of disease in children is lower than in adults. • There is also moderate to high degree of confidence that the susceptibility to clinical disease of younger children (up to age 11 to 13) is lower than for adults.”</i> DFE overview of scientific advice</p> <p>Low (3-4). Based depending on outdoor or indoor activity. Despite handwashing before and after activity, there is some residual risk around the lack of specific changing space.</p> <p>Low (2). Based on a high likelihood that children will breach social distancing, but coupled with science below: <i>“The exact rates of infectivity and transmission of children is not fully known yet; this is a novel virus and the scientific understanding is developing all the time. However, the current understanding is that there is a high degree of confidence that the severity of disease in children is lower than in adults. • There is also moderate to high degree of confidence that the susceptibility to clinical disease of younger children (up to age 11 to 13) is lower than for adults.”</i> DFE overview of scientific advice</p>	<p>Pack teachers and adults and PE coordinator. Ongoing actions and advice.</p> <p>Class teachers ongoing from 7/9/20</p> <p>RWa and CGO ongoing,</p>
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	<p>given safely via Seesaw, whilst working remotely. Children can take home reading books and other resources, but shared resources will need to be thoroughly cleaned or left for 72 hours between sharing.</p> <p>What movement will be expected within classrooms? Reduce pupil and teacher movement to a minimum. It is acceptable for the teacher to maintain distance and advisable that they do not get down to level of the child. Use screen sharing where possible to facilitate modelling.</p> <p>How will children’s mental health be supported? Class teachers to build in JIGSAW and ICPS as part of weekly learning, geared towards current situations. ELSA will be on hand for 1:1 and small group work with strict social distancing. Use of Army Welfare Community Development worker and Educational Mental Health Practitioners at the point of need. Children who are learning from home during national lockdown will still be able to access ELSA at the point of request</p> <p>How can a small group or 1:1 interventions proceed? Individual risk assessments to be carried out at the point of need. Small group interventions can be carried out in adequately prepared intervention rooms</p>	<p>Low (2). ELSA practices should use strict social distancing</p> <p>Low (3). Based on a high likelihood that children will breach social distancing.</p>	TAs and SENCo from 3/9/20
Cleaning within classrooms	<p>How can enhanced cleaning be carried out during the school day? In situ cleaning to be enabled by all staff for regularly used hard surfaces such as hand rails and necessary door handles, work stations and communal play areas. Safe detergents and cloths (Toucan fluid provided by Garrison free of charge. Extra spray bottles needed. Blue roll needed for wiping up. Use stop/go red/green signage to indicate that areas have or have/not been cleaned).</p> <p>Toucan fluid and blue roll available near the stairs for in-situ cleaning at top and bottom of stairs handrails.</p>	<p>Low (2). Based on a high likelihood that children will breach social distancing.</p> <p>“To help prevent the spread of the coronavirus, a range of approaches and actions should be employed:</p> <ul style="list-style-type: none"> - Cleaning hands more often than usual - Cleaning frequently touched surfaces - Minimising contact” <p>DFE overview of scientific advice</p>	Class teachers ongoing from 7/9/20
Start and ends of the day	<p>How will we ensure minimal mixing at the start and end of the day? There will be 5 separate entry routes and routines for pupils entering and exiting the school, which will be communicated clearly to staff, pupils and parents. With these different routes and routines, the vast majority of children will start at 8:40am and finish at 3:00pm. (see appendix 2)</p>	<p>Low(4). Based on the medical evidence (DFE overview of scientific advice) that adults are more</p>	All staff available from 8:35 to welcome

	<p>Parents will not be permitted access to the school site without an appointment made via the school office. Some of the youngest children in FS1 may be permitted to enter the preschool for a time limited period, so long as this is risk assessed. Use consistent camp signage at key entry points to remind parents of the need to use social distancing. Alter one-way system for 'back gate' drive to segregate FS2 and Y1/2 parents. Close back drive from 8:15 onwards.</p> <p>Put in place clear signage at entrance to drive to rear car park "All Pupil Drop Offs this way" and provide map to parents.</p> <p>Use spray lines to avoid congestion and apply 1m+ distancing at drop off zones and pathway to the reception area.</p> <p>Staff allocated to drop off and pick times to wear High Viz jackets at drop off and pick up points. (Hi vis jackets to be named to allow one person use).</p> <p>All adults (parents and staff) will be asked to wear face coverings during drop off and pick up times, whilst Dorset is in tier 2 or 3 alert levels, or national lockdown tier 5.</p>	<p>susceptible to the disease and that the severity of the disease is greater with age. Residual risk around adults not observing social distancing around drop off and pick up points.</p>	<p>children at specific points and to supervise their leaving at 3:00pm</p>
Travel to and from school	<p>What advice will be given to parents/pupils about travelling to school?</p> <ul style="list-style-type: none"> • Where possible, walking cycling to school is advisable to the vast majority of parents and pupils who live on camp. • One adult per family only if accompanying children. • Only Y5/6 allowed to use scooters or bike rack. • Y3/4 and Y5/6 must walk independently from school gates/drives on College road. • Year 5/6 children encouraged to walk further if they need to be dropped off by car. ie not to use College road. • Parents of year 3/4 children who need to be dropped off by car, may pull up on the triangle road opposite the school (Police have given temporary permission) or other safe space on college road. • Parents of FS1/FS2/Y1/2 who have to use a car, must choose a safe space on college road to park, not immediately outside the school or using staff parking areas. • All adults (parents and staff) will be asked to wear face coverings during drop off and pick up times, whilst Dorset is in tier 2 or 3 alert levels, or national lockdown tier 5. 	<p>Low(4). Based on the medical evidence (DFE overview of scientific advice) that adults are more susceptible to the disease and that the severity of the disease is greater with age. Residual risk around adults not observing social distancing whilst on school grounds.</p>	<p>Staff on duty at the start and end of the day to monitor. Plus advice from Garrison Liaison Officer</p>
Breaktimes	<p>How will we stagger morning break?</p> <ul style="list-style-type: none"> • Dandelions to use free flow play in decking area with certain packs at a time and using in-situ cleaning and red/green signage 		<p>Staff on duty to monitor and review at weekly briefings</p>

	<ul style="list-style-type: none"> • FS2 to use Reception Covered area from 10:10 – 10:25am • Y1/2 to have mid-morning break at 10:10 to 10:25 using netball courts or field. • Y3/4 to have mid-morning break at 11:10 to 11:25; using netball courts or field. • Y5/6 to have mid-morning break at 11:30 - 11:45; using netball courts or field. <p>All phases to have one day in two weeks using adventure playground.</p> <p>Lunch</p> <p>How will we stagger lunch play and eating?</p> <ul style="list-style-type: none"> • (11:30 12:00) FS2 to eat lunch in hall then to use play space in reception area (12:00 – 12:20) • (12:00 12:30) Y1/2 to eat lunch in hall then to use playground (12:30 – 12:50) • 12:10 to 12:30 to use play ground the eat lunch in hall (12:30 – 12:55) • 12:55 – 1:20 Y5/6 to eat lunch in hall followed by playtime in playground (1:20 – 1:40, use quiet area and space adjoining Y5/6 classrooms) <p>During national lockdown and whilst reduced numbers permit, two packs will eat during one setting, separated by 10 metres on different tables and with good ventilation. Lunchtime supervisors will be allowed to wear masks when supervising different packs, upon request.</p> <p>What systems will we use for eating in the hall?</p> <p>There will be a one way system in operation for the hall, children arrive travelling up the stairs to enter via the top corridor. Leaving via the fire exit and down to the corridor. (Extra keys to be cut for these doors)</p> <p>Children will wait to be seated and look for stop/go red/green signage. Children to be seated in herring bone fashion to avoid face on arrangement. Children to queue for food when asked and cutlery to be given to children individually. Children to be encouraged to bring their own water, but water will also be available at a water trolley where minimal touch and hygienic practices will be observed. Only 5 children allowed to queue up to clear their plates away. Children to vacate dining room as a pack, following one way system, before tables and seats are cleaned prior to next pack arriving.</p>	<p>Low (3). Based on a high likelihood that children will breach social distancing and may forget hygiene advice.</p> <p><i>“The exact rates of infectivity and transmission of children is not fully known yet; this is a novel virus and the scientific understanding is developing all the time. However, the current understanding is that there is a high degree of confidence that the severity of disease in children is lower than in adults. • There is also moderate to high degree of confidence that the susceptibility to clinical disease of younger children (up to age 11 to 13) is lower than for adults.”</i></p> <p>DFE overview of scientific advice</p>	<p>These routines will be reviewed weekly with all staff at briefings and with the lunchtime supervision team. JRI - ongoing</p>
<p>Playtime behaviour</p>	<p>How will children be allowed to play?</p> <p>Football played only within packs and with pack footballs, ensuring thorough handwashing before and after.</p>	<p>Low (3). Based on a high likelihood that children will breach social distancing and that any play</p>	<p>These routines will be reviewed weekly with all</p>

	<p>No equipment apart from that which can be easily cleaned and use of stop/go signage.</p> <p>Adventure playground to be used with these precautions:</p> <ul style="list-style-type: none"> - Metal handrails and monkey bars to be cleaned with toucan and blue roll after each use; - Children using playground to wash hands with soap and water before and after use - Adult supervision, as normal, to watch for unsafe use of the area. - Only one pack to use playground at any one time. - Referring to national guidelines presented here <p>What extra considerations will be needed for FS1 children? Declutter rooms for effective cleaning. Stop/Go Red/Green signage for controlling the flow of in-situ cleaning of shared outdoor spaces. Allow cleanable toys and activities. Utilise dishwasher in big cook/little cook.</p>	<p>equipment routine cannot be 100% efficient, but coupled with science below:</p> <p>“To help prevent the spread of the coronavirus, a range of approaches and actions should be employed:</p> <ul style="list-style-type: none"> - Cleaning hands more often than usual - Cleaning frequently touched surfaces - Minimising contact” <p style="text-align: center;">DFE overview of scientific advice</p>	<p>staff at briefings and with breaktime supervisors every 2 weeks. JRi</p>
Collective worship	<p>Will assemblies go ahead? All phase assemblies to be carried out using Zoom whilst Dorset is in tier 2 or 3 or national lockdown. If Dorset is in tier 1, consideration given to an assembly once per week in the hall with children giving themselves adequate space before sitting down. This will be coupled with good ventilation. Singing will not be permitted in these circumstances. Three ‘assemblies’ in classrooms and Friday assembly will bring the school together using video conferencing.</p>	<p>Low (2). Based on a high likelihood that children will breach social distancing.</p>	<p>SLT reviewed weekly at staff briefing</p>
Toileting	<p>What are the considerations for toilets? All phases/packs will have their own toilets to use. Reminders in place about hygiene (Protect the pack). Doors wedged open to reduce touch surfaces after washing hands. Medically isolated children to use outside toilets (KS2), otherwise these are used by Y3/4 pupils. Only one boy or girl allowed in the toilet during lesson time. Confirm with classroom telephones. Class teachers/TAs to regularly clean external door handles to toilets with in-situ cleaning products.</p>	<p>Low (2). Based on a high likelihood that children will breach social distancing and the possibility that children may forget good hygiene</p>	<p>Class teachers to deliver ‘protect the pack mentality on a regular basis’.</p>
School uniform	<p>Will children need to wear school uniform? It will be expected that all children (FS2 – Y6) wear full school uniform. Uniforms do not need to be cleaned any more than usual, nor do they need to be cleaned using methods which are different from normal.</p>	<p>Low (2). Based on the DFE guidance</p> <p>“To help prevent the spread of the coronavirus, a range of approaches and actions should be employed:</p> <ul style="list-style-type: none"> - Cleaning hands more often than usual - Cleaning frequently touched surfaces 	<p>Class teachers and phase leads to monitor standards – ongoing</p>

		<ul style="list-style-type: none"> - Minimising contact" <p>This DFE guidance does not prohibit the wearing of school uniform.</p>	
Extended provision	<p>Will before- and after school be available? This will restart from September for all pupils. The following precautions will be in place:</p> <ul style="list-style-type: none"> - Zones for different packs; - Children to use toilet in pack areas before attending extended provision; - Compulsory temperature check on arrival; - Compulsory hand washing on arrival; - Use of silicon wristbands to identify different packs using extended provision; - Use of hall and a/s room to spread children out; - Regular in-situ cleaning with Toucan Fluid - No contact sports; - Cutlery given to children or laid out at the start; - Prepared and packaged foods to be favoured to allow for children to be served; - Regular hand washing (Entry/Exit, before and after eating); - Signage for hand washing and catch it/bin it/kill it; <p>Adventure playground to be used with these precautions:</p> <ul style="list-style-type: none"> - Metal handrails and monkey bars to be cleaned with toucan and blue roll after each use; - Children using playground to wash hands with soap and water before and after use - Adult supervision, as normal, to watch for unsafe use of the area. - Only one pack to use playground at any one time. - Referring to national guidelines presented here 	<p>Low (3). Based on a high likelihood that children will breach social distancing and be less disciplined in this more relaxed environment.</p> <p>"To help prevent the spread of the coronavirus, a range of approaches and actions should be employed:</p> <ul style="list-style-type: none"> - Cleaning hands more often than usual - Cleaning frequently touched surfaces - Minimising contact" <p>DFE overview of scientific advice</p>	Key workers and SCA – ongoing monitoring and input to weekly briefing.
Home Learning	<p>How will home learning be used? <i>Please refer to separate guidance available here.</i></p>		JGr - ongoing
Medical issues			
COVID-19 symptoms displayed by children on school:	<p>How will staff be protected in the event of children presenting with COVID-19 associated symptoms? COVID-19 PPE kits available in each pack room and medical isolation and normal medical room: face mask; apron; gloves.</p>		

<ul style="list-style-type: none"> - Continuous cough - High Temperature - Loss of smell or taste 	<p>Face shields available in four places: KS1 corridor (staff toilet); KS2 corridor (music room); Medical isolation room (chair outside); Dandelions (corridor outside library). Face shields to be cleaned and disinfected after each use. Staff given the option of going home to shower/get changed if necessary, after attending to a pupil sickness incident.</p> <p>How will other children be protected in the event of children presenting with COVID-19 associated symptoms? Child accompanied to medical isolation room by adult observing strict social distancing (wearing PPE) from pack (SEND room - window opened first and cup of water placed in room before child enters). In severe cases, classes are moved to empty classroom (Elm/Pine/Music room/Hall)) in school. Original classroom quarantined for deep clean. Notify the site manager immediately.</p> <p>How will a child presenting with symptoms be cared for? Child accompanied to medical isolation room by adult (wearing PPE) from pack (SEND room - window opened first and cup of water placed in room before child enters). Attending adult wears (face shield as appropriate), mask, apron and gloves and waits outside with walkie talkie. Children can use adjoining toilets if needed (Y3/4 to use 5/6 toilets). Phonecall home made immediately for isolation. Parents and child leave building around Sycamore corner - not through school. Parents advised to seek COVID-19 test using this site or received a home testing kit from the school.</p> <p>What if a staff member develops COVID-19 symptoms in school? They will be asked to go home immediately and book a COVID-19 test. In the first instance, internal cover will be used to supervise the class.</p>	<p>Medium (6) based on risk of infection and time taken to identify symptoms and act promptly.</p>	<p>Class teachers to report to HT or phase leader as part of ongoing practice</p> <p>All staff to review risk mgmt at weekly briefings. All - ongoing</p>
<p>Consulting the National Institute for Health Protection (NIHP)</p>	<p>What will happen if a child receives a positive COVID-19 test? The child and any siblings or adult household members will be asked to self- isolate following the guidelines and cooperating with track and trace . The headteacher will consult the National Institute for Health Protection (NIHP) as soon as possible. The HT will most likely wait for advice from NIHP before suspending a pack following isolation guidance, but reserves the right to make this decision in advance of NIHP guidance if the symptoms are clear cut and there is a delay in NIHP guidance.</p> <p>What will happen if a staff member receives a positive COVID-19 test? The staff member and any siblings or adult household members will be asked to self- isolate following the guidelines and cooperating with track and trace . The headteacher will consult the NIHP as soon as possible. The HT will most likely wait for advice from NIHP before suspending a pack following</p>	<p>Medium (6) based on risk of infection and time taken to received COVID-19 test and possibly receive additional guidance from PHE.</p>	

	isolation guidance, but reserves the right to make this decision in advance of NIHP guidance if the symptoms are clear cut and there is a delay in NIHP guidance.		
Intimate care precautions	<p>What about nappy changing or regular intimate care? If intimate care is needed but the child does not show COVID-19 symptoms. Follow normal intimate care policy. Policy addendum issued. Face masks may be worn.</p> <p>How will contaminated waste be cleared up? Waste products to be double bagged (use yellow bin liners?) and date labelled. Waste products to be stored in shed outside a/s club. Disposed as part of normal waste removal after 72 hours or at the point that COVID-19 test return is positive. Inform site manager.</p>	<p>Low (4). Based on the medical evidence (DFE overview of scientific advice) that adults are more susceptible to the disease and that the severity of the disease is greater with age. Residual risk around the spread of disease from asymptomatic children, during intimate care. Face masks are an option as discussed on training day.</p> <p>Low (2). Based on guidance given around use of PPE and clear systems for disposing potentially hazardous waste</p>	<p>Key workers and ongoing from 7/9/20</p> <p>All staff and site manager – ongoing</p>
Normal first aid and medical conditions	<p>c) How will 'normal' first aid be administered safely? COVID-19 PPE made available, but not recommended for cuts and grazes. Normal first aid room to be used for cuts, grazes and impact injuries etc. Any cold-like, sickness, tummy upsets, rash-like symptoms without COVID-19 main symptoms will result in children being sent home for further monitoring. For administering medicines during this time, please refer to this policy addendum. For managing medical conditions at this time, please refer to this policy addendum.</p>	<p>Low (3). Based on the closer proximity of administering medical care without wearing masks</p>	<p>First aid lead and all staff to review during weekly briefings</p>
Communication			
Communication with parents	<p>How will the school communicate with parents? 1st detailed letter about full reopening sent to all parents on 17/7/20 regarding themes from risk assessment. Updates sent on 15/1/21</p> <p>2nd communication to parents on 4/9/20 – an email with a video showing classroom and an introduction to pack mentality from class teacher Also, hand washing advice video and other PHE schools resources Plus, reissuing of letter sent on 17/7/20, with any updates.</p> <p>Then weekly newsletters which include a review of ongoing safe practice. Plus reminders through learning platform (Seesaw).</p>	<p>Low (1). Good communication already established, supported by Garrison liaison officer. Any misunderstandings in communication to be addressed through learning platforms/ phone call and weekly newsletter.</p>	<p>Class teacher, phase lead, admin staff</p>

<p>Communication with staff</p>	<p>How will staff be made aware of this new risk assessment? All staff given first sight of new risk assessment on 17/7/20. Plus updated training on 4/1/21</p> <p>DC recommended Prevent COVID-19 e training has already been achieved for all staff.</p>	<p>Low (2). Use of large conference space on the military base to increase distancing and use of video</p>	<p>JRi to plan and deliver on 2/9/20</p>
<p>Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers</p>	<p>How will the school communicate with suppliers and contractors? The site manager has already met with the in-house cleaning team. This training will be re-emphasised during the summer deep clean The school has been regular contact with Food Links since the decision was made to restart hot school meals from September. Existing arrangements for waste collections continue and the site manager is in regular contact with contractors such as window cleaners, grounds maintenance and engineers.</p>	<p>Low (1). Established systems that have been continuing through partial reopening. Good local links.</p>	<p>Site manager and admin team - ongoing</p>

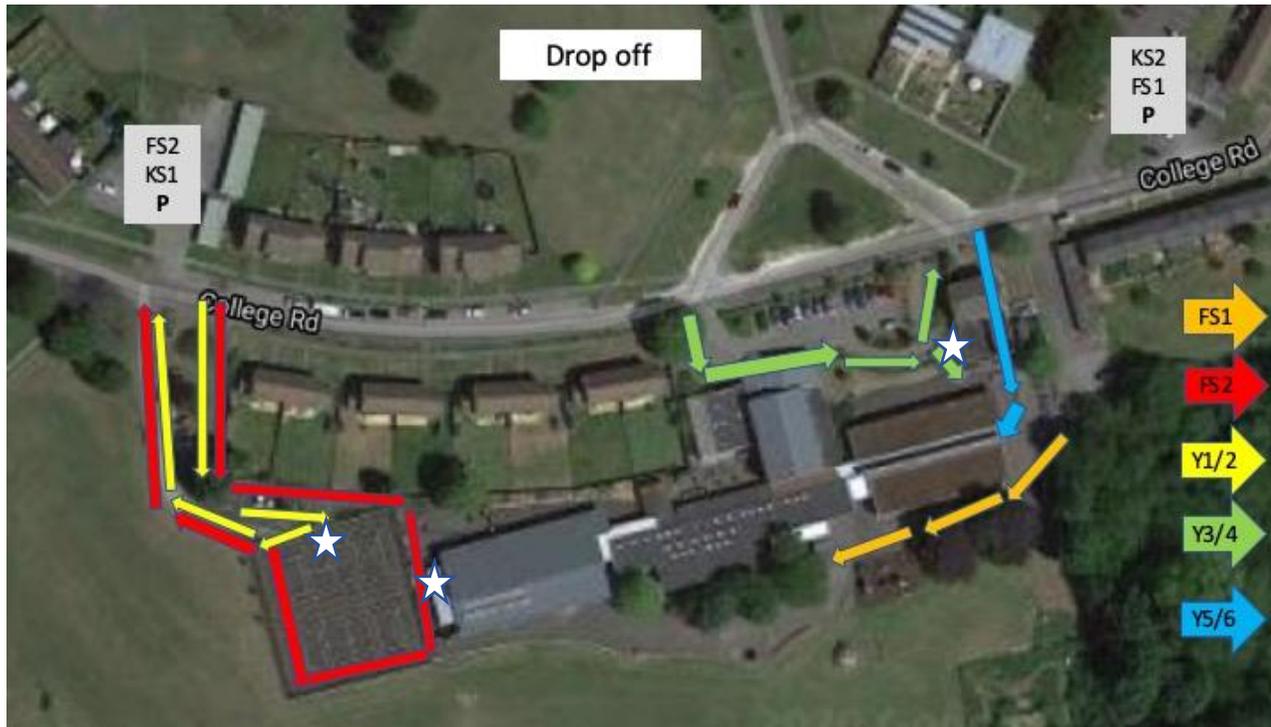
Appendix 1: Residual Risk Matrix

LIKELIHOOD	IMPACT			
	←			→
Very High (4)	4	8	12	16
High (3)	3	6	9	12
Medium (2)	2	4	6	8
Low (1)	1	2	3	4
	Low (1)	Medium (2)	High (3)	Very High (4)

Risk Score	Rating
0 – 3	Low
4 – 6	Medium
6 – 9	High
10 – 16	Very High

Appendix 2: Routes to and from school

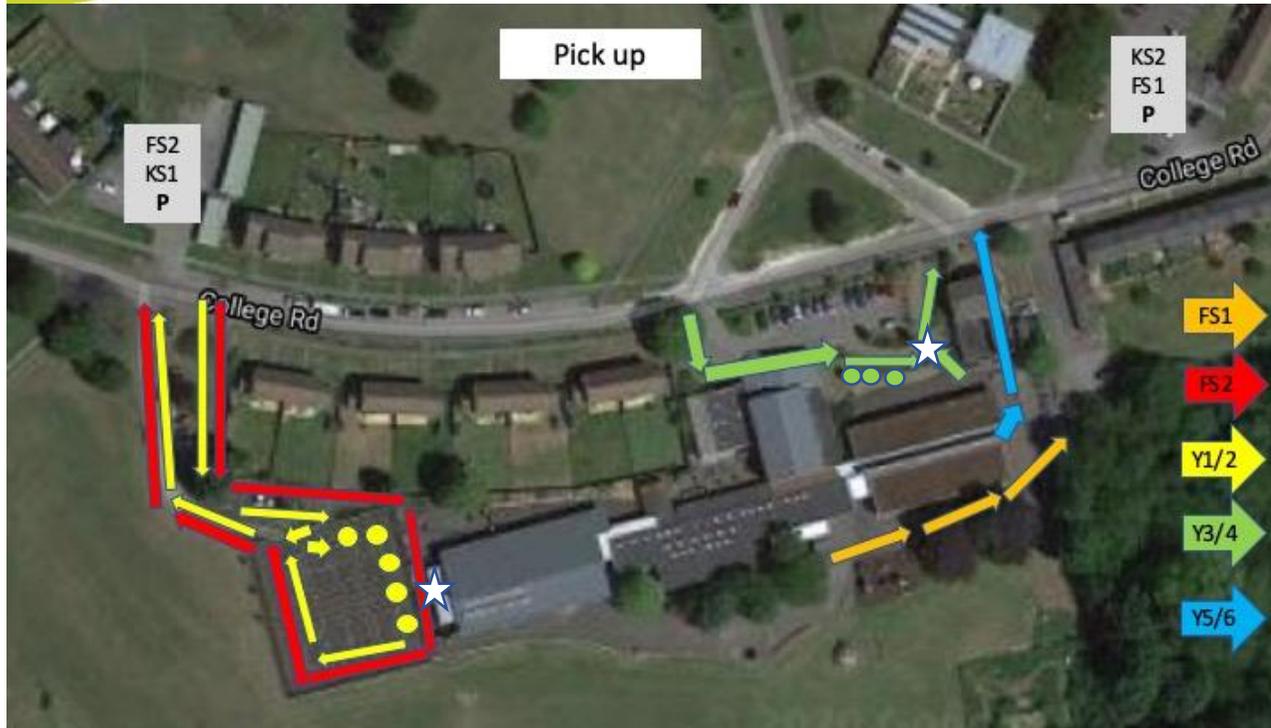
Start and ends of the day (excluding before- and after- school club)



Drop off notes:

- All adults (parents and staff) will be asked to wear face coverings during drop off and pick up times, whilst Dorset is in tier 2 or 3 alert levels.
- FS2, Y1/2, Y3/4, Y5/6 to arrive at school no earlier than 0835hrs and no later than 0840hrs;
- FS1 to arrive at school no earlier than 0850hrs;

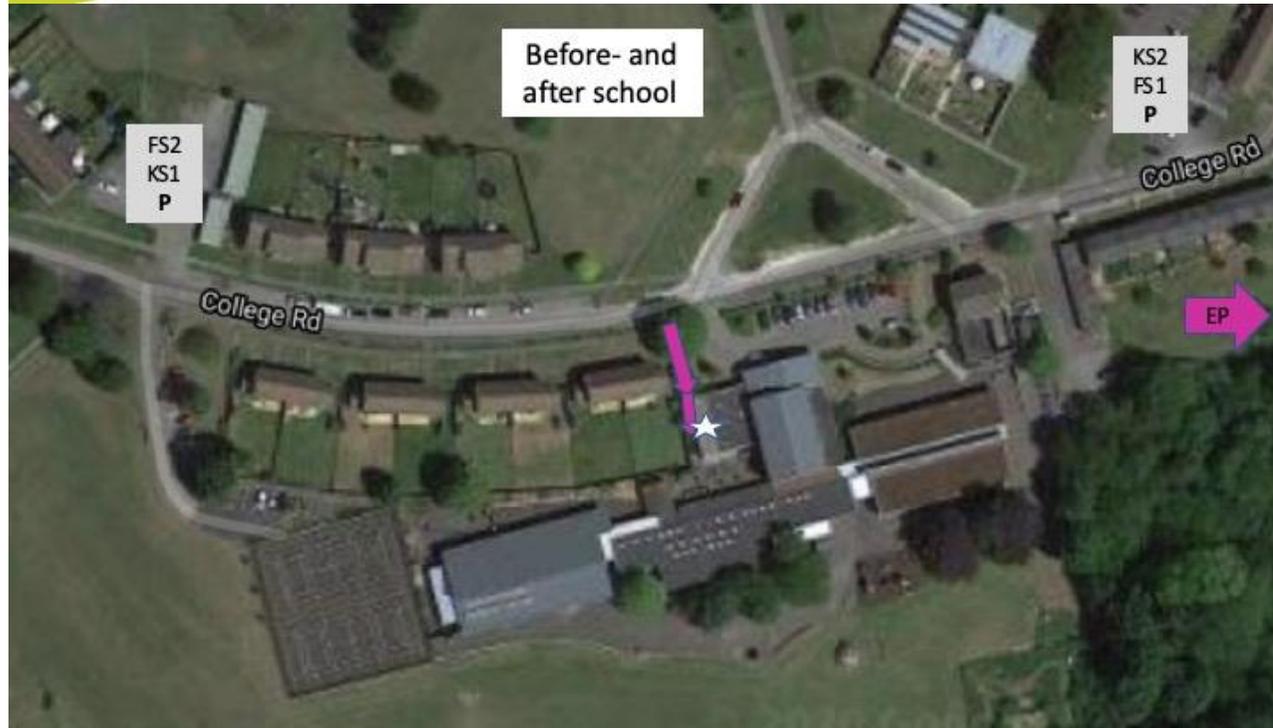
- Parents advised to limit car use where possible, arriving on foot if possible;
- Bike racks near yellow route are for Y1/2 only. Bike racks near blue route are for Y5/6 only;
- If use of car is absolutely necessary please do not park on school site - please use ample parking around College Road (as indicated);
- All parents must observe 2m distancing and not congregate;
- No access to school buildings unless by appointment;
- FS2 and Y1/2 children to be accompanied by parents along agreed routes. Staff will be positioned (Star) where handovers take place;
- Y3/4 parents may accompany their children along agreed routes, but handover takes place at star;
- Y5/6 pupils are expected to proceed independently along agreed blue route.
- FS1 parents to follow markings towards rear decking area in front of pre-school. No access to school building unless by appointment.



Pick up notes:

- All adults (parents and staff) will be asked to wear face coverings during drop off and pick up times, whilst Dorset is in tier 2 - 5 alert levels.
- FS1 full day children will finish at 1450hrs, to be collected along orange route;
- All other children (not attending after-school club) to finish at 1500hrs
- Parents advised to limit car use where possible, arriving on foot if possible;
- If use of car is absolutely necessary please do not park on school site - please use ample parking around College Road (as indicated);

- All parents must observe 2m distancing and not congregate;
- No access to school buildings unless by appointment;
- FS2 parents to follow red route, collecting children from waiting staff under covered area outside classroom, before returning via red route;
- Y1/2 parents to arrive and wait in netball courts next to relevant letter (first letter of child's name). Staff to handover when sighting made;
- Y3/4 parents may wait for their children along agreed routes (green dots) but handover takes place at star when sighting is made. Y3/4 children may also proceed off site independently with parental agreement;
- Y5/6 pupils are expected to proceed independently off site along agreed blue route.



Before- and after- school club notes:

- All adults (parents and staff) will be asked to wear face coverings during drop off and pick up times, whilst Dorset is in tier 2 - 5 alert levels.
- Earliest drop off 0745hrs, latest pick up is 1715hrs
- Parents advised to limit car use where possible, arriving on foot if possible;
- If use of car is absolutely necessary please do not park on school site - please use ample parking around College Road (as indicated);

- Arrive to side door via purple route;
- All parents must observe 2m distancing and not congregate, allowing space for parents returning back the same way from decking area;
- No access to school buildings unless by appointment;
- Member of staff available for handover at star.