


Education Provision in the COVID-19 'Recovery' Period

	Reasons for Risk Assessment: The ongoing COVID-19 pandemic The Government's announcement on 10 th May that schools need to begin a phased return for pupils	Date of Risk Assessment: 14 th May 20
		To Be Reviewed: Fortnightly, or more frequently if needed
		Assessment Team Members: Andrew Chaplin, Headteacher Sue Butcher, Deputy Head Connor Brown, Assistant Head
Area of Risk	Hazard/Risk	Actions/ Controls in place to reduce risk
Working with children and staff in face to face setting	Spreading infection through contact with surfaces and each other	<p>Hygiene</p> <p>Headteacher to regularly check the latest government advice for schools and to ensure the advice is shared and followed. Teachers share key information about hygiene daily with children. 'Catch it, Bin it, Kill it' poster and handwashing videos etc.</p> <p>Pupils and staff should wash their hands, at the very minimum:</p> <ul style="list-style-type: none"> ● before leaving home ● on arrival at school ● after using the toilet ● after breaks and sporting activities ● before food preparation ● before eating any food, including snacks ● before leaving school <p>Children to wash hands in classrooms and dry hands with blue paper towels, not the fabric towel.</p> <p>Hand sanitiser will be used by children at the beginning and end of the day. Adult supervision will be given at all times.</p> <p>Children who wear face masks for the journey to school will be asked to remove them at the gate and hand them to the parent/carer before entering the playground. Older children who come to school alone will be asked to remove their mask and put it in a sealed plastic bag until they leave the playground at the end of the day.</p> <p>Designated members of staff to be responsible for cleaning of surfaces, door handles, toilets etc throughout the day.</p> <p>Younger children will have support if they struggle cleaning their hands independently. They will be taught how to practice these habits through songs, games and modelling.</p>

		<p>Where possible, all spaces will be well ventilated using natural ventilation (open windows and open doors).</p> <p>Doors will be propped open, where it is safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.</p>
		<p>School layout and Classes</p> <p>Classrooms to be reorganised. Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere. Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts).</p> <p>Children to be in classes/ groups of no more than 15 children and remain with one member of staff throughout the day and week, where possible. Each group will have one room that they stay in for the whole of each day, and will avoid contact with any other groups.</p> <p>Children in Years 1 and 6 to have own table with pack of resources that they will need.</p> <p>Early Years groups to have access to outdoor learning spaces at staggered times. Early Years resources to be divided between groups and cleaned regularly.</p>
		<p>School timetable</p> <p>Each Year group to have staggered start and end of day times to minimise congestion in the playground, at the gate, and in the street. Times will be communicated in advance with parents.</p>
		<p>Lunchtimes and Playtimes</p> <p>Each group will have play at their own time or in their own allocated part of the playground to avoid contact with other groups and classes.</p> <p>Lunches to be eaten in classrooms (for Nursery and Reception), and in the dining hall at staggered times for Years 1 and 6.</p>
	Spreading infection through sneezing etc	<p>Children and adults are advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available they should put the tissue into their pocket or up their sleeve for disposing of later. If you don't have any tissues available, they</p>

		<p>should cough and sneeze into the crook of their elbow. Children reminded to wash their hands after sneezing.</p> <p>More bins will be available and emptied regularly by the premises officer.</p>
	<p>Child or staff member is unwell with symptoms of COVID-19</p>	<p>If anyone becomes unwell with a new, continuous cough or a high temperature they must be sent home and advised to follow the COVID-19 guidance for households with possible coronavirus infection guidance.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p> <p>The Headteacher will decide whether the group of children and staff need to be sent home to isolate where a test has not been sought.</p>
	<p>A case of COVID-19 is confirmed at our setting</p>	<p>When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students (over the age of 5) who are attending our school will</p>

		<p>have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.</p> <p>Where the child, young person or staff member tests negative, they can return to school and the fellow household members can end their self-isolation.</p> <p>Where the child, young person or staff member tests positive, the rest of their class or group should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</p> <p>Where a test has been taken and the child is waiting for results, the Headteacher will make an informed decision about whether to suspend the group provision until confirmation.</p> <p>As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise us on the most appropriate action to take. In some cases a larger number of other children may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</p>
Travel to work (for staff) and school (for pupils and their families)	Staff at risk of exposure to COVID-19 whilst travelling to and from work	<p>Staff are encouraged to walk, cycle or drive to school.</p> <p>If using public transport, face masks to be provided and encouraged to wear.</p> <p>Staff who have no option but to use trains or tubes to get to work will be given adapted work times to avoid rush hour, as far as possible.</p>
	Children at risk of exposure to COVID-19 whilst travelling to and from school	<p>Families are encouraged to walk, cycle or drive to school.</p> <p>If using public transport, appropriate measures should be taken, eg use of hand sanitiser, social distancing (where possible)</p>
	Risk of exposure to COVID-19 when parents and children	<p>Staggered drop off/pick up with children arriving at 10 minute intervals. Parents informed to drop off/pick up and leave the premises straight away via the normal communication channels.</p>

	gather in playground and school entrance	All children to be collected from the playground.
Appropriate staffing levels and staff-pupil ratios	Staff sickness levels are high	<p>Where possible a teacher will be with each group of 15 children. However, it is likely that this will not always be possible and Support Staff may lead groups under the guidance and support of a class teacher. Children are likely to not be taught by their usual class teacher due to the government directed groups sizes.</p> <p>HT assesses if the Minimum Staffing Requirements have been met. If Minimum Staffing Requirements are NOT met then:</p> <ul style="list-style-type: none"> ● HT makes decision to close the school or part-school closure ● Parents are informed via usual communication strategy ● Supply Teachers will not be used, apart from in exceptional circumstances. <p>If all of SLT are not in school then the HT will close the school and follow school closure information above.</p>
Face to face contact between staff and parents, and between parents	Spreading infection through contact in the office	Office to be closed. All contact via telephone and email. All payments to be made via Parent Pay online (if possible).
	Spreading infection through contact between parents and teachers	<p>2 metre social distancing to be observed in playground between staff and parents, and between parents.</p> <p>No parents/ carers to enter any part of the school building.</p>
Catering for school lunches safely	School caterers are not able to provide food	<p>Caterlink (our caterer) has a Business Continuity Plan in place and will contact the HT if they are unable to provide food.</p> <p>HT makes decision to close the school at 12 noon and that parents are required to collect their children by then at the latest</p> <p>Parents are informed via usual communication strategy</p>
Health and Safety	Evacuation procedures cannot be performed as normal	Temporary fire drill procedures to be created and shared with all staff.

	Insufficient qualified first aiders on site due to staff absence	<p>A number of Teachers and Support Staff are fully qualified in Paediatric First Aid.</p> <p>All staff in school have completed a Paediatric First Aid Awareness online course during this COVID-19 period, in the unlikely event of a fully qualified first aider not being present.</p>
	Designated Safeguarding Leads are not on site due to staff absence	Walnut Tree Walk has a Safeguarding Team made up of 3 staff (Andrew, Sue and Catherine) and all are Level 3, DSL, trained. Connor Brown is also Level 3 trained in the unlikely event of their absence. Lambeth have an on-call Safeguarding lead if needed, and one of DSLs would be available via phone.
	School cleaners are not able to clean school due to absence	<p>Our cleaning company has a Business Continuity Plan in place and will contact school if they are unable to clean.</p> <p>HT to investigate the option of our Premises Officer and reduced numbers of cleaning staff to clean part/all of school, with support of school staff where possible including the SLT.</p> <p>HT to make decision about possible school or part-school closure and follows relevant procedure.</p>
	Essential maintenance workers come into contact with staff and children	<p>Essential maintenance workers to be kept away from groups of children as far as possible and reminded of social distancing guidelines on arrival.</p> <p>Wash hands on arrival and before entering/leaving any area which children will also use.</p>
Children do not attend school	Out of contact with school for prolonged period of time.	Staff member to call home each week to try and contact children in the year groups that haven't returned to school. SLT will follow up with further call attempts and possible home visits. After this, outside agencies would be notified.
	Missing Education	<p>Children will be set weekly learning in line with the expectations agreed by the SLT. This will be sent online to cover a variety of areas of the curriculum.</p> <p>Staff members will monitor which children have been completing the set tasks.</p>
	No access to online resources	School will provide tablets in cases where children have no other way to access their learning.
Providing essential contact with children in school	Risk of infection when having to change a child	<p>Staff to wear disposable gloves, masks and aprons in these situations.</p> <p>Thoroughly wash hands with soap and water, and then use hand sanitiser afterwards.</p>
	Risk of infection when comforting a child who is upset or injured	Thoroughly wash hands with soap and water, and then use hand sanitiser afterwards.

	SEN	Individual risk assessments for children with EHC plans carried out to assess if it is safe for them to be in school.
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Risk Assessment agreed by Governors: 14th May 2020