



The Orchard Primary School

Nurture Learn Grow

**RISK ASSESSMENT
FOR**

1st January 2021 RE-OPENING (amendments)

This document should be read in conjunction with our previous Covid 19 Risk Assessment document. It records amendments/ additions to the current risk assessment and takes account of updated advice and guidance.

	RISKS	WHO IS AT RISK?	CONTROLS	LEVEL OF RISK	ACTIONED BY
1	Contamination - general	All staff, pupils and visitors to the site	<ul style="list-style-type: none"> Gates will open 9.00 – 9.15am at the start of the day / 3.15 – 3.30pm at the end of the day – there will be a member of staff at each gate and 1 in the playground at these times. This ensures that only KW and vulnerable children are on the site at this time. (Nursery continues to open at 8.45am to reduce the number of parents all arriving at the same time) We have a set time for the collection of learning packs which are given out from 1 room by SLT. Parents are expected to wear masks and socially distance whilst in the queue. (a member of SLT is present to manage the queue) Nursery times remain unchanged Staff to wear face coverings in areas where social distancing isn't possible such as in corridors unless they are exempt from wearing one. Pupils continue to have staggered break and lunchtimes. Movement around the school site will be kept to a minimum to avoid creating busy corridors. Pupils supervised at all times to ensure mixing between groups doesn't occur 	High	ALL STAFF
2	Contamination in school / classrooms	Staff, pupils	<ul style="list-style-type: none"> Children sitting at desks individually with 2m distancing in place. Staff dealing with children who are unable to maintain good respiratory hygiene and spit or use saliva as a sensory stimulant should wear a visor to protect their faces along with an apron and have gloves and wipes readily available. Pupils and parents/carers asked to limit the amount of equipment they bring to school to essentials – coat, lunch box, book bag. No cakes or sweet to be brought into school for birthdays. 	H	SLT / site team
3	Social distancing - movement around the site	All staff, pupils, visitors	<ul style="list-style-type: none"> Social distancing of 2m should be maintained amongst adults – 2m – even with masks 	Med.	SLT
4	Social distancing- In the classroom	Staff, pupils	<ul style="list-style-type: none"> Social distancing to be maintained – 2m Children are sitting at individual tables 	H	Teaching staff incl TAs

5	Social distancing- In the playground	Staff, pupils	<ul style="list-style-type: none"> No change to current measures 	M	Teaching staff incl. TAs
6	Social distancing – in the lunch hall	Staff, pupils	<ul style="list-style-type: none"> Reduced numbers will help mitigate against the risk Classes to be kept separate in the halls /bubbles to be kept separate Staff to wear face coverings 	H	SMSAs / SLT
7	Teaching in a bubble or class group / interventions	Staff pupils	<ul style="list-style-type: none"> Staff will generally teach in the same bubble each time they are in. If necessary they may be asked to teach in a different bubble / year group to ensure adequate supervision in all year groups but social distancing and wearing a mask will reduce the risk to staff and pupils. 	H	Teaching staff incl. TAs
8	Staff shortage- class cover	Pupils	<ul style="list-style-type: none"> Staff rota in place – staff in year groups will cover for each other as far as possible 	H	SLT – (HT/DHTS/ AHTS)
9	Staff shortage- PPA cover	Staff	<ul style="list-style-type: none"> Staff to meet virtually for PPA / year meetings 	H	SLT
10	Staff shortage- Staff may need to take on additional roles	Staff, pupils	<ul style="list-style-type: none"> Staff may be asked to work in a different year group if necessary 	H	SLT
11	Pupils fall behind in learning due to lockdown and part-time attendance		<ul style="list-style-type: none"> Remote learning is in place for all children who are not attending school. This learning has a focus on basic skills alongside other areas of the curriculum. Staff do their utmost to ensure that the learning taking place in school is echoed in the learning taking place at home. Class teachers to check DB Primary and carry out weekly phone calls to check that children are able to access and complete the learning. these calls also check the welfare of the pupils and parents. SLT to carry out additional welfare calls for children who we consider to be vulnerable but are not attending school Pupils who do not have access to electronic devices have printed learning packs which are collected from school at a specified time each week. 	Med.	AHTs / yr leads
12	Staff and pupils travelling to school		<ul style="list-style-type: none"> The current rota means that staff travelling on public transport do so for 5 days in a 2 week period instead of every day in most cases. Where this is not possible the member of staff may be able to start later or leave earlier on some days to avoid the busiest travel times. As nursery staff will have more children attending from Tuesday 18th January staff will attend every day. They are in a separate nursery and can avoid contact with other staff unless necessary and will wear face coverings to move around the school. 	H	SLT

13	Staff and pupils have been affected by illness, bereavement or lockdown		<ul style="list-style-type: none"> We have asked parents to notify us of any children with symptoms or a positive test along with anyone in their household so we are able to keep track, offer support or raise concerns if necessary. 	H	HT & DHTs
14	Staff or pupils shows symptoms		<ul style="list-style-type: none"> The isolation period is now 10 days for contacts. 	H	Welfare staff / SLT
15	Managing pupils with injuries or intimate care needs		<ul style="list-style-type: none"> No change to current measures 	H	All staff Welfare staff
16	Correct uniform, shoes, PE kit		<ul style="list-style-type: none"> Children are wearing school uniform but are not challenged if they are not in school uniform at this time. 	Low	All staff
17	Shielded, clinically vulnerable and pregnant members of staff.		<ul style="list-style-type: none"> Clinically Extremely Vulnerable members of staff have been advised to remain at home following the reintroduction of shielding. They have been identified through a letter from the NHS. These staff should follow the published guidance. Clinically Vulnerable members of staff can attend school but should follow the mitigation measures in place to minimise the risks of transmission. <ul style="list-style-type: none"> Good hand hygiene Maintaining separation – stay in allocated bubble Maintain 2m distancing from others or minimise time spent within 1 metre of others. Avoid face to face contact Staff who live with those who are clinically vulnerable or clinically extremely vulnerable can attend school but should ensure they maintain good prevention practice both in the work and home setting. Staff who are pregnant are recommended to work at home where possible – if this is not possible they should rigorously follow the mitigation measures in place and follow the Coronavirus advice for pregnant employees. Staff who are not clinically extremely vulnerable or clinically vulnerable but might be considered to be at increased risk from Covid -19 can attend work but should rigorously follow the mitigation measures in place in school. 	High	Identified staff / SLT
18	Shielded and clinically	pupils	<ul style="list-style-type: none"> Children with underlying health concerns are working remotely from home 	High	Parents

	vulnerable children				
19	Those living with shielded or clinically vulnerable people	Staff, pupils, parents	<ul style="list-style-type: none"> Those living with someone who is clinically extremely vulnerable or clinically vulnerable can attend school provided that all social distancing and hygiene protective measures are in place and followed. 	Med.	SLT / staff
20	Cleaning protocols		<p>No change to current measures</p> <p>Any areas of the school not in use should be shut off to make cleaning more manageable.</p>		Site staff / welfare staff
21	Closure due to government / Public Health direction	All	No change to current measures		All staff

11th January 2021

Christine Haslam - Headteacher Claire Temple – Chair of Governors.

EARLY YEARS

The Nursery and Reception classes remain open to children of Key workers and to vulnerable children. All vulnerable children had individual contact via letter and telephone call and were offered a place.

- We currently have 59 on role in the nursery (35-am / 24-pm).
- Social distancing is not possible in the nursery – 3-4yr olds are not able to effectively socially distance due to their very limited understanding of spatial awareness, awareness of personal risk and ability to empathise with a wider health concern.
- High levels of EAL in the Nursery will make it more difficult for the majority of the children to understand instructions and requests for social distancing etc...
- We have a high number of children with SEN who struggle to follow instructions and keep themselves and others safe. They would be unable to support safety strategies by staying distanced from others. We are in receipt of additional funding to support some of these children and
- High level of contact required for children who are not yet toilet trained even though staff wear appropriate PPE.
- Community transmission in Hounslow is currently very high – we already expect parents to wear masks when on the site, we communicate via telephone, email and Google Meet. Given the high transmission, increasing the number of parents who come onto the site at this time would pose an additional risk to staff, pupils, other parents and the local community.
- We have 3 staff in the nursery and if they were to become ill we would have to close the nursery completely to our vulnerable pupils who are currently attending (although small numbers). We would not be able to provide online learning or carry out contact / welfare calls for the children not attending school if staff become ill. We already have 3 members of EYFS staff who are CEV and are therefore shielding so there is no flexibility with staff across the EYFS.

Following a discussion with governors and the SLT it has been decided not to reopen the nursery to all pupils at this time due to the current high community transmission of the new coronavirus variant which is more easily spread, and the subsequent increased risks this poses for opening the Nursery in particular.

This decision will be reviewed each week to assess any improvements in infection rates and the possibility for reopening the Nursery safely.

11th January 2021

Christine Haslam - Headteacher

Claire Temple – Chair of Governors.

EYFS – from 18th January 2021

Following further guidance and the need to ‘future proof’ nursery funding, it has been decided to offer places to all nursery children.

	RISKS	WHO IS AT RISK?	CONTROLS	LEVEL OF RISK	ACTIONED BY
22	Managing number of children at one activity		<ul style="list-style-type: none"> No more than 2 children at 1 indoor activity – tables can be split to have 1 child at each table if necessary Each activity set up for 2 children (– consider use of bands to show which child should be at an activity. Each activity / table to have it's own colour band) Ensure classroom has provision set up in many areas to provide enough choice for children. Visuals, number spots etc to help children understand how many can be at one activity A small group currently attending in both nursery and reception Staff to wear visors when supporting children – can also wear aprons / gloves as necessary. 	H	All staff
23	Managing hygiene of equipment / resources used		<ul style="list-style-type: none"> Each child to have their own learning pack in wallets – whiteboard, pen, pencil sound mat, number line, set of counters, cubes Using spray to clean small world object, play furniture, pencils, paintbrushes and any other resources used that day. No dressing up clothes / costumes to be out. Play dough to be changed weekly and disposed of every Friday if used. Only used for children in the morning or afternoon session and not shared across the sessions. Used by the small group attending and disposed of each week No equipment to be shared between classes / groups Only 1 Rec group in operation at the moment using 1 classroom. 	H	All staff
24	Managing food and hygiene during snack times		<ul style="list-style-type: none"> Hand washing with adult supervision before snack time. Timetables snack time across the provision for each group to facilitate hand washing. Ring a bell every hour for everyone to wash their hands – again timetabled for the provision Water bottles spaced in water bottle spots Adults to wear gloves and children given snack rather than letting them choose Snack times split to 2 groups with up to 15 in each group or all 30 outside with distancing in place – Only 1 snack time necessary because of the number of children 	H	All staff

25	Managing social distancing during carpet times / interventions/ transitions		<ul style="list-style-type: none"> • Carpet sessions– no longer than 15 minutes • Children to line up in groups of 4-5 to wash hands, go inside, outside with distancing rule supported with spots and floor tape as markings – adult to reinforce. • Floor tape and spots used to reinforce distancing rule when lining up. 	H	All staff
26	Maintaining hygiene and provision in the outdoor area		<ul style="list-style-type: none"> • Set outside play sessions for each class • Wash hands before the children go outside / when they come in. • Ensure water trays are deep cleaned – (disinfectant and fresh water) after each session ready for the next day • Disinfectant/anti-virus spray to clean bikes, scooters, instruments, balls etc.. • Bikes and scooters to be timetabled for each pod and then cleaned prior to use by the next pod • Sand tray / mud kitchen to be closed • One child at water tray at one time – have 2 water trays outside • No use of climbing frame 	H	All staff
27	Maintaining social distancing during free flow		<ul style="list-style-type: none"> • 2 children at 1 activity • adults to monitor social distancing regularly, reminding children • writing area to be set up with a 2m distance from each end • 	H	All staff

17th January 2021

Christine Haslam – Headteacher

Clare Temple – Chair of Governors