



Long Sutton C of E Primary School

Risk Assessment for Wider Opening of School from 1st June 2020

This Risk Assessment is based upon the guidance in the following Government documents:

[Implementing-protective-measures-in-education-and-childcare-settings](#)

[Actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-June-2020](#)

[safe-working-in-education-childcare-and-childrens-social-care](#)

[Information-for-parents-and-carers-reopening-schools-and-other-educational-settings-from-1-June](#)

[preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools](#)

Paper copies of these documents will be kept in the school office.

'We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account. Schools should therefore work through the hierarchy of measures:

- avoiding contact with anyone with symptoms
- frequent hand cleaning and good respiratory hygiene practices
- regular cleaning of settings
- minimising contact and mixing

It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups.’

At Long Sutton our children will be organised into small groups (bubbles) of no more than 15 in a group with the same class teachers and teaching assistants allocated to each bubble and the same classroom used for the bubble each day. The bubbles will not mix.

Our overarching aim in implementing the control measures outlined in this document is to reduce the risk level of transmission of COVID-19 as far as reasonably practical and to ensure that all of the standard controls and local arrangements are in place, as more children return to school from June 1st.

Section I: Infection Transfer

Risk	Control Measures to Prevent Risk	Actions for Who?	By When?
Pupils and staff at risk of infection transfer	<ul style="list-style-type: none"> • Staggered pick up and drop off times (see Section 3) • Children and staff to stay with own bubble of no more than 15 children, with no mixing with other bubbles. Occasional passing in the corridor of individual staff or children carries a very low risk of infection transfer. • Staff and parents to adhere to strict 2m social distancing with other staff, as far as possible, aided by 2m markers at key locations around the site • Children to maintain distance between each other as far as possible, with the minimum expectation that they will try their very best to not touch each other or each other’s belongings. It is recognised that 2m distancing between children and staff within their bubble cannot be achieved consistently, hence the creation of bubbles (as outlined in the Government guidance), but staff will try to create distance between children and between staff and children where possible and take this into account when planning activities. Staff to teach children about keeping a distance from one another but keep messages positive as far as possible e.g: we can wave across to each other, we can talk to each other from a safe distance, we can give a high five in the air without touching, we can play alongside each other with our own equipment and toys 	<p>Children, parents, staff</p> <p>Children & staff</p> <p>Staff & Parents</p> <p>Children & Staff</p>	<p>2nd June onwards</p> <p>1st June onwards</p> <p>1st June onwards</p> <p>1st June onwards</p>

	<ul style="list-style-type: none"> • Children will be prepared for the new expectations before returning. Parents will be asked to talk to their children about the expectations (using resources provided by the school) before children return. Resources provided by the school for this purpose will remind children that our school values of Love, Courage and Hope will help them as they return to school and that we can still enjoy school and have fun within the new rules. • Children to be given a table or place to sit within their classroom, which will remain the same every day. They will also use the same chair everyday, which will be left on top of their table at the end of day. • Staggered playtimes and lunchtimes (see Section 5) • Staff are encouraged to plan frequent learning tasks outdoors, as the risk of transmission will be lower outside. Consideration to be given to providing additional shade with gazebos and shelter or waterproof clothing during wet weather, so that children can continue to use the outdoors as much as possible. • Rooms to be well ventilated with windows and doors open as far as possible during the school day, whilst maintaining safeguarding requirements i.e. main entrance to remain closed at all times; external doors in all rooms to be closed if the room is empty. • No parents or visitors to access school building unless strictly necessary and by appointment only. Headteacher and Admin staff to notify and remind all parents that email and telephone calls should be used instead of entering the school building. Meetings between staff and parents to be held by telephone as far as possible. • Rigorous routine of cleanliness (See section 2) 	<p>Staff & Parents</p> <p>Staff</p> <p>SLT to plan, staff to implement</p> <p>Staff</p> <p>Staff</p> <p>Parents, Headteacher & Admin Staff in particular, plus all other staff</p>	<p>Before return to school</p> <p>From June 1st</p> <p>From June 1st</p> <p>From June 1st</p> <p>From 1st June</p> <p>From June 1st</p> <p>From 29th May</p>
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	<ul style="list-style-type: none"> • Create an additional staffroom (Tutorial Room or Food Tech) and have a rota and / or limitation on numbers of staff for each room for staff breaks. Mark 2m distances in these rooms to help distancing. • Parents to exercise extra caution if their child is ill in any way by not sending them into school. Staff to phone parents immediately if they have any concerns about a child being ill and parents to collect their children as soon as possible. Staff can take children's temperatures if a child is feeling unwell, using the remote thermometer kept in the school office, which can be used from a safe distance. There is no requirement for parents to routinely take children's temperatures each morning, or for the school to take children's temperatures as they arrive at school, as the guidance states that routine testing of an individuals' temperature is not considered to be a reliable method for identifying coronavirus. • If a child is displaying COVID symptoms at home (a new, continuous cough, a high temperature or a change or loss of taste or smell) parents should notify school as soon as possible and not send them, or any siblings, to school. If any other household member develops symptoms, families should follow Government guidelines: person displaying symptoms to self-isolate for 7 days; other household members to isolate for 14 days, or from 7 days from the date that person develops symptoms. Notify school as soon as possible. • If a child develops COVID symptoms at school, their parent or carer will be contacted and asked to collect them as soon as possible. Whilst waiting for collection, staff will follow DFE guidelines for isolating the child who is feeling ill (found in the 'Implementing Protective Measures document at the top of this Risk Assessment) <p><i>'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.'</i></p>	<p>Contract Cleaners plus all staff</p> <p>SLT to set up, all staff to adhere to rota and limits</p> <p>Parents</p> <p>Staff</p> <p>Parents</p> <p>Parents Staff</p>	<p>From June 1st</p> <p>From 1st June</p> <p>From June 1st</p> <p>From June 1st</p>
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	<ul style="list-style-type: none"> • Where the child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. • Where the child, young person or staff member tests positive, the rest of their bubble will be sent home and advised to self-isolate for 14 days. The other household members of the other children in that bubble do not need to self-isolate unless that child or staff member subsequently develops symptoms. • Staff, parents and families should follow social distancing guidelines outlined by the Government outside of school, in order to reduce the risk to the rest of the school community when they are in school or on site • Children and staff should wash and change their clothes daily. For this reason, school uniform does not need to be worn and staff dress codes will be relaxed, although staff should still present themselves appropriately and professionally. Comfortable clothes, suitable for increased time outdoors, would be very appropriate for children and staff. • The amount of time which staff spend in school before and after children arrive should be kept to a minimum. As well as minimising contact between people, this will also allow staff to get home in time for additional washing, changing of clothes, showering etc. and to meet the childcare needs of their own families, which may be different and more challenging during this time. Staff are encouraged to work from home where it is appropriate, for example when they have their PPA time or when the cleaners are in the building after school (cleaning times tbc). Staff meetings will not be held as routine but will be held if necessary, with social distancing measures in place and possibly in smaller groups, or even virtually. Other forms of communication will replace face to face meetings as far as possible, for example emails, written staff briefings and other digital forms of communication. 	<p>Parents and staff</p> <p>Parents</p> <p>Staff & Parents</p> <p>Parents & Staff</p> <p>Staff</p>	<p>From 1st June</p> <p>From 1st June</p> <p>Immediately</p> <p>From 1st June</p> <p>From 1st June</p>
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Section 2: Hygiene and Cleanliness

Risk	Control Measures to Prevent Risk	Actions for Who?	By When?
Surfaces and any items children touch being contaminated	<ul style="list-style-type: none"> • All children and staff to wash and sanitise hands throughout the day: on entry to school, before snack and break time, after break time, before lunch and after lunch, before going home and after playing with shared equipment e.g: wheeled toys on playground, playground equipment, outdoor equipment in Reception & KSI outdoor area. • Hand sanitiser available in entrance hall and on entry points to school (see section 3 pickup and drop off for information about entry and exit). Admin staff to ensure supplies stay well stocked • Staff and children to wear fresh clothes daily (no school uniform and relaxed dress code for staff, as outlined above) • Most classrooms allocated to bubbles contain a sink. These rooms will contain soap and paper towels, with a lidded pedal bin for tissues and towels. Lidded pedal bins also located in staff toilets. Bubble staff to ensure soap & paper towels are kept stocked up in classrooms, to avoid other staff entering the room. Admin staff to ensure schools stocks to not run low. Where a bubble classroom does not contain a sink, children will need to use the sinks in their allocated toilets for handwashing. • All bins to be double-lined with bin bags and emptied by bubble staff mid-way through the day, as well as at the end of the day as usual. Admin staff to ensure stocks of bin bags do not run low. • Staff to wipe down key touch points through the day (morning, lunch time and end of day) e.g: door handles, light switches, keyboard surfaces, table surfaces, plastic chairs, school phones 	<p>Children & staff</p> <p>Staff, esp. Admin Staff</p> <p>Parents & staff</p> <p>Staff, esp. admin staff</p> <p>Staff, esp. admin staff</p> <p>Staff</p>	<p>From 1st June</p>

	<ul style="list-style-type: none"> • Children’s toilets (for exclusive use by boys / girls in each bubble of children) to be cleaned by bubble staff in the middle of the day. KS2 children may also choose to wipe down the toilet before use – wipes will be left in each of these toilets. (See section 4) • Staff to wipe surfaces in staff toilets after use (designated staff toilets for each bubble – see section 4) • Contract cleaners to thoroughly clean all areas that are touched by pupils and staff every evening (see cleaning spec) • Soft toys, furnishings and toys or equipment with intricate parts to be removed and not to be used (as far as possible). Daily cleaning of any toys used by the children (see section 6). • Reading books to be allocated to children in packs, which will have been stored for at least 72 hours. Outside of pack to be wiped before distributing to children. Parents requested to wipe books and pack before returning to school. Upon return to school, packs to be left untouched by anyone in a return box for 72 hours. Outside of pack then wiped down before being redistributed. • Children to bring in own stationary in plastic or wipe-able pencil case or plastic wallet. This pencil case will be wiped down by staff on day one and then kept in school, at the child’s table and not touched by any other children or staff. • Children to only bring their pencil case (which will remain in school), their lunch box (wipeable), their CGP books / Collins maths book (to remain in school) and their pack of reading books (only on days when they need exchanging) to school. No school bags to be brought to school. Once the initial equipment / books have been brought into school on day one, children will only need to bring their lunch box plus their pack of reading books when they need changing. Parents to provide a sun hat which can be left in school. All items belonging to children will be kept on their own individual tables. Lockers and pegs will not be used. Part time children can take their books between home and school. 	<p>Staff</p> <p>Staff</p> <p>Cleaners</p> <p>Staff</p> <p>Staff KM co-ordinating</p> <p>Parents Staff</p> <p>Staff</p>	<p>From 1st June</p> <p>From 1st June</p> <p>From 29th May</p> <p>From 1st June</p>
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	<ul style="list-style-type: none"> • Where possible, children to be given own packs of equipment in school, to be kept on their table e.g. playdough for Reception, maths equipment. • On day one (and subsequent days where new children arrive), use School Nursing Team ppt and resources about hand washing & hygiene (emailed to all staff) to remind children about handwashing. Office staff to print and laminate hand washing posters from these resources for display at all sinks around school. Include advice about children trying not to touch their faces. • Children to have keep own tray or folder on their table, containing their work and equipment. This tray or folder to remain on their table at all times. At end of day, children put their chair on their table also, so that children use the same chair each day. Children's work should not be collected or collated with other children's work. • Staff should avoid touching children's work as far as possible, therefore marking should be carried out in other ways: self-assessment, e.g. older children marking their own work from answer sheets or from the teacher giving answers; regular verbal feedback to children; and through observation of and discussion with children. Children's work should be kept in their folder / tray on their own table and children's work should not be collected and should not be taken home by staff. Where staff need to touch children's work, hands should be washed before and after touching each child's work. 	Staff, esp. admin staff	From 1 st June
		Staff	From 1 st June
		Staff	From 1 st June
		Staff	From 1 st June

Section 3: Drop off and Pick up

Risk	Control Measures	Actions for Who?	When?
Children, parents and staff at risk of infection transfer at drop off and pick up times	<ul style="list-style-type: none"> • Staggered pick up and drop off times and different locations, to reduce the number of people on site: <ul style="list-style-type: none"> • Bubble 1 (Reception): 8.55-9.05am School Field • Bubble 2 (Y1/2): 8.35 – 8.45am School Field 	Parents & Staff	From 2 nd June

	<ul style="list-style-type: none"> Where key worker families need an earlier drop-off or later pick up (still only within school hours of 8.35 – 3.15pm), the practical arrangements for this will be planned on an individual basis e.g. use of another entrance or use of planned entrance for their bubble but maintaining 2m distancing between children from other bubbles. Headteacher / admin staff will work with individual families to arrange this. Where siblings are in bubbles with different drop-off / pick up times, usual bubble drop-off and pick up times should remain if practicably possible, however it is recognised that this may not be possible, so where required, practical arrangements for earlier / later drop-off / pick up will be planned on an individual basis, by making use of a different entrance into school. Headteacher / Admin staff to plan and liaise with families Numbered cones will be set out at 2m distanced points each morning and afternoon: <ul style="list-style-type: none"> For Bubbles 1, 2 & 5: along the running track For Bubbles 3, 4 & 6: outside the hut (Benhams' classroom) <p>At drop-off: Parents and their children should enter the school site via their allocated entrance and wait at the next available cone. Children must stay with their parent / carer. Bubble staff will call each child into the school building one at a time. Parents should then leave the site quickly by the allocated exit.</p> <p>At pick up: Parents should enter the school site via their allocated entrance and wait at the next available cone. Children will be sent out to their parent in the same order in which parents are lined up at the numbered cones. Parents and children should then leave the site quickly by the allocated exit.</p> <p>Bubbles 7 & 8 (LWC Junior House): Parents should say goodbye to their children along the road and children will walk onto the Junior House site independently (staff to supervise). Parents to stay in / near their cars if possible.</p> 	<p>Headteacher / admin staff</p> <p>Staff Parents</p> <p>Parents</p> <p>Parents Staff</p> <p>Parents</p>	<p>From 1st June</p>
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	<ul style="list-style-type: none"> • Bubble 3 (Y3-5 KW): Saulgrove Classroom & the well-being room for split year group teaching where required. Kimbers' classroom can be used Weds – Fri, after it has been cleaned. • Bubble 4 (6): Benhams' Classroom • Bubble 5 (Y2/3: Library, plus Food Tech Room for split year group teaching where required • Bubble 6 (Y3); Kimbers' Classroom • Bubble 7 (Y4): Junior House Red Prep Room • Bubble 8 (Y5): Junior House Blue Prep Room <ul style="list-style-type: none"> • The only reason children can leave their bubble classroom unsupervised is to go to the toilet and only one child at a time should be permitted to do this. Each bubble will be allocated its own toilets to use: <ul style="list-style-type: none"> • Bubble 1 (Reception): Hyde Class toilets (no need to leave the room but only one child to go to the toilet at a time). Clear signage for girls' and boys' toilets. • Bubble 2 (Year 1/2): Entrance Hall toilets • Bubble 3 (Year 3-5 Key Workers): Toilets in the main school. • Bubble 4 (Year 6): Hut toilets • Bubbles 5&6: Toilets in the main school. Separate cubicles allocated to Bubbles 3, 5 & 6. Bubbles 5 & 6 can have same cubicles, as they are in school on different days. • Bubbles 7 & 8 (LWC): Use the same set of toilets but allocate cubicles to boys / girls from each bubble. Office to create signage. • Staff should use the toilet allocated to staff for their bubble: <ul style="list-style-type: none"> • Bubble 1 staff (Reception): Staffroom Toilet 1 	<p>Children Staff</p> <p>Staff</p>	<p>From 1st June</p> <p>From 1st June</p>
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	<ul style="list-style-type: none"> • Bubble 2 staff (Year 1/2): Disabled toilet • Bubble 3 (Y3-5 KW): Staffroom Toilet 2 • Bubble 4 (Y6): Disabled Toilet in the hut • Bubble 5 (Y2/3): Disabled Toilet (Thursdays & Fridays) • Bubble 6 (Y3): Disabled Toilet (Mondays & Tuesdays) • Bubbles 7 & 8 (LWC): Staff Toilet <ul style="list-style-type: none"> • Staggered drop-off and pick up times and use of 2 different entry points, with clear systems which are communicated to families before they return to school (see section 3). • Children from Bubble 4 (Year 6) should not enter the main school building unless it is absolutely necessary (for example if they fall ill and cannot remain in the classroom) • Hall only to be used for drop-off and dismissal of children from Bubbles 1 & 2 & 5. Hall will not be used for lunches. No Collective Worship in hall. No PE lessons in hall. • No whole school Collective Worship. Collective Worship to be held in bubbles (planned by Collective Worship Leader) • Lunch to be eaten by children in the bubble classroom. School packed lunches to be collected by bubble staff from hall or main entrance (see section 5) • 2m markers around the school building to be used to help children keep 2m apart, as far as possible, when walking around in their bubbles, for example when walking out onto the playground. 	<p>Parents Staff</p> <p>Y6 children Staff</p> <p>Staff</p> <p>Headteacher, Staff</p> <p>Staff</p> <p>SLT</p>	<p>From 1st June</p> <p>From June 1st</p> <p>From 2nd June</p> <p>From 8th June</p> <p>From 1st June</p> <p>Before 1st June</p>
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	<ul style="list-style-type: none"> • Staff should keep all their personal belongings in their bubble classroom to avoid unnecessarily entering other rooms. • If children in a bubble require some time out, for example for emotional needs, they should use the following spaces: <ul style="list-style-type: none"> • Bubble 1 (Reception): End of classroom • Bubble 2 (Year 1/2): Key Hole Room • Bubble 3 (Year 3-5 KW): Well-Being Room (unless being used for a child with COVID symptoms) or Kimbers' Classroom (Weds – Fri) • Bubble 4 (Year 6): Benhams' cloakroom • Bubble 5 (Y2/3): Food Tech Room • Bubble 6 (Y3): Corner of classroom or office (Mrs Wythe attached to Bubble 6) • Bubble 7 (Y4): extra space beyond red prep room • Bubble 8 (Y5): tables just outside blue prep room • Staggered Playtimes: <ul style="list-style-type: none"> • Bubbles 2 & 3: 10.00 – 10.15am • Bubbles 1 & 4: 10.30 – 10.45am • Bubbles 5 & 6: 10.30 – 10.45am (in on different days) Bubble 4 to change to top field for all breaktimes from 29th June and walk round the back way (out of gate to the right) • Bubbles 7 & 8 (LWC): 10.30am. Same play time but alternate between netball court and field. One staff member can supervise so that the other staff member can take their break. LWC Junior House Staff available if required. • Staggered Lunchtimes: <ul style="list-style-type: none"> • Bubbles 2 & 3: 11.40am – 12.05pm outside then eat lunch in bubble classroom 	<p>Staff</p> <p>Staff</p> <p>Staff</p> <p>Staff</p> <p>Staff</p>	<p>From 1st June</p> <p>From 2nd June</p> <p>From 1st June</p> <p>From 1st June</p> <p>From 1st June</p>
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	<ul style="list-style-type: none"> • Bubbles 1 & 4: 12.15 – 12.40pm: Bubble 1 eat lunch in bubble classroom before going outside; Bubble 4 eat lunch in bubble classroom after going outside. • Bubbles 5 & 6: 12.15 – 12.40pm Bubble 4 to use top field for lunchbreak • Bubbles 7 & 8: 12.00 – 1.00pm Half hour outside (same arrangements as breaktime). Eat lunch in prep rooms. <ul style="list-style-type: none"> • Additional, staggered afternoon break, to provide more time outdoors, where risk of spreading infection is lower, also to give children additional breaks, which will be needed given the rules around distancing in classrooms. <ul style="list-style-type: none"> • Bubbles 2 & 3: 2.00 – 2.15pm • Bubbles 1 & 4: 2.25 – 2.40pm • Bubbles 5 & 6: 2.25 – 2.40pm (different days) • Bubble 4 to use top field • Bubbles 7 & 8: flexible afternoon breaktime (organise between staff) <p>There will be two bubbles out on the playground simultaneously, both at morning break, lunchtime and afternoon break: one will use the field and one will use the playground, on a rota system.</p> <ul style="list-style-type: none"> • Bubbles will use the following routes around school to access the playground / field: <ul style="list-style-type: none"> • Bubble 1 (Reception) & Bubble 2 (Year 1/2): Access field through hall; access playground through main playground door (staggered timings ensure these groups do not need to use these routes at the same time) • Bubble 3 (Year 3-5 KW) & Bubble 4 (Y6): Access field by walking out of the side gate near Benhams (unlock and relock immediately), walking along the pavement and entering field through the large field gate (unlock and re-lock immediately); access playground in the normal way via the path from the side gate near Benhams classroom 	Staff Children	From 1 st June
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	<p>(staggered timings ensure these groups do not need to use these routes at the same time)</p> <ul style="list-style-type: none"> Bubble 4 to access top field by going out of side gate and round to the right 		
Social distancing means that previous fire procedures are difficult to follow	<ul style="list-style-type: none"> In the case of the fire alarm sounding, the quick and safe evacuation of all children and staff from the building takes precedence over social distancing. Social Distancing, particularly between bubbles, should be maintained only if possible, for example walking at a distance from another bubble across the playground. Each bubble to leave their classroom immediately via the following routes: <ul style="list-style-type: none"> Bubble 1 (Reception): via the hall Bubble 2 (Year 1/2): via the playground door Bubble 3 (Y3-5 KW): via their external classroom door and through the playground Bubble 4 (Y6): via their external classroom door and through the playground Bubble 5 (Y2/3): via via the playground door and across the playground Bubble 6 (Y3): via their external classroom door and across the playground Bubbles 7 & 8 (LWC): via fire exit closet to prep rooms (same as the external door used for break times). Meet on the grass. Staff should line their bubble up on the field, leaving as much space as possible between different bubbles and spacing children within the bubble with approximately 2m gaps The Headteacher, office staff and support staff should carry out their sweeping / admin roles in the normal way. Office staff should ensure that the Bubble Registers are taken outside, rather than the normal class registers. Fire Pack to be reviewed by Headteacher and Office Staff (all trained Fire Marshalls) to ensure all contents are updated to reflect the new bubble arrangements and staffing. Office to provide bubble registers for Bubbles 7 & 8. 	<p>Staff Children</p> <p>Staff Children</p> <p>Headteacher & Admin Staff</p> <p>Other staff</p>	<p>From 1st June</p> <p>From 1st June</p> <p>From 1st June</p>

Section 5: Lunchtime and Playtime

Risk	Control Measures	Actions for Who?	When?
<p>There is a risk of children and staff coming into contact with other bubbles at playtimes and lunchtimes</p>	<p>Also see section 4 above</p> <ul style="list-style-type: none"> • Packed lunches only to be provided by HC3S (no hot dinner options) and to be eaten in bubble classrooms. Delivered to school by HC3S staff but no HC3S staff to be on site; school staff to deliver / collect the packed lunches for each bubble after delivery. • Staggered lunch times and designated play areas for each group of children (see section 4 above) • Lunchtime play to be reduced to 25 minutes outside, with the addition of an extra afternoon break, to ensure all bubbles can have time outside without coming into contact with other bubbles (see section 4) • A rota for staff breaks will be organised, allowing all staff their breaks in their allocated staffroom whilst adhering to the limits on numbers in those rooms • Each bubble to be allocated its own box of playground equipment (wipe-able items only – no fabric). Staff to talk to their bubbles about the types of games they can choose to play, which do not involve touching each other e.g. hula hooping, skipping, shadow-tag. Rules on use of balls / types of ball games to be decided. • Strict handwashing before and after break (see section 2) • Children to come to school with own sun hats. In the case of hot weather, sun cream to be applied at home before coming to school. If parents wish children to apply additional sun cream during the day, children must be able to do this independently and staff cannot help children with this, including opening of bottles. 	<p>HC3S Staff Staff Staff Staff SLT to plan All staff Staff Children Staff Parents Children Staff</p>	<p>From 1st June From 1st June From 1st June From 2nd June From 2nd June From 1st June From 1st June</p>

Section 6: Use of Toys and Equipment

Risk	Control Measures	Actions for Who?	When?
Risk of contamination from toys and equipment	<ul style="list-style-type: none"> • Remove from use any soft toys or fabric equipment / blankets / cushions, as far as reasonably possible. • Remove from use any equipment or toys with intricate parts which would be difficult to clean • Provide individual children with own resources where possible, which will remain with their resources on their table for the duration of their time in the bubble e.g. number cards, dictionaries, phonics cards, whiteboard and pen • Clean all shared equipment at the end of each day, for example outdoor toys or equipment, or sooner if practical to do so • Children to wash hands immediately before and after using any shared equipment (see section 2) 		

Section 7: Emotional Wellbeing and Mental Health

Risk	Control Measures	Actions for Who?	When?
<p>Children are anxious about return to school</p>	<ul style="list-style-type: none"> All staff to have training before children return about understanding and supporting children with their emotions and worries upon return to school, using https://www.youtube.com/watch?v=nFTSWTOrnGO Send information to families about how school will be different when they return – include photos of the site and their classrooms. Possibly produce a video if time allows. Focus on positive messages and that, even though their school will look a bit different and there will be some different rules, the people are the same and we can still show love, courage and hope and be kind, be respectful and be the best we can be, so that everyone feels safe. ELSA to share support materials with all staff, which can be used as needed in each Bubble Focus on well-being and positive mental health in our reduced curriculum: Non-school-based teacher to provide weekly ideas for well-being tasks; use of Heartsmart materials; use of school resources to support emotional and mental health Talk openly and informally about children’s lockdown experiences, focussing on what they have learnt, what they have enjoyed e.g. increased family time, more time in Pyjamas, more time to play, enjoyable walks and exercise. Create safe opportunities to engage in informal conversation with individual children, should they wish to talk about anything which is worrying them. Promote Love, Courage & Hope: through Collective Worship (to be planned for bubble by Collective Worship Leader) and other activities provided by SLT e.g. ‘whole school’ activities to promote school values (including those children not yet attending school). Use ‘Rainbow of Hope’ Diocese resource. 	<p>Staff</p> <p>Headteacher</p> <p>ELSA</p> <p>ELSA SENDCo Headteacher Teacher working at home Staff</p> <p>SLT Staff</p>	<p>By 2nd June</p> <p>By 2nd June</p> <p>From 2nd June onwards</p> <p>From 2nd June onwards From 1st June</p> <p>From 8th June</p>

<p>Children have separation anxiety from parents</p>	<ul style="list-style-type: none"> • Validate the child's emotions and re-assure them that we are going to look after them and have lots of fun and that mummy / daddy will be back to pick them up • Suggest to parents of younger children to draw a heart on their child's hand to remind them that they are loved by their family – they can look at it if they feel worried • If children become upset at drop off, staff cannot help in the same way as they normally would, due to the need to avoid physical contact. Give the parent and child a safe space (outside) to sit and wait together until the child feels ready to come into school, if required. Use distraction, encouragement and positive messages to help calm the child down and feel more confident about entering the school building. 	<p>Staff</p> <p>Parents</p> <p>Parents</p> <p>Staff</p>	<p>From 1st June</p> <p>From 1st June</p> <p>From 1st June</p>
<p>Children struggle with changes at school and don't feel safe</p>	<ul style="list-style-type: none"> • Ask children regularly how they are feeling. Feelings cards / posters to be on display in all classrooms. • Prepare children for the changes before they return (see above) • Indirect ELSA support available – ELSA can provide resources for other staff to use with individual children • Self- regulation activities e.g: rhythmic breathing exercises, music, running, jumping, teaching relaxation strategies (e.g: breathing exercises), blowing bubbles. • Ask children for feedback and ideas, and give them choices where possible, so they feel some level of control. • For individual children who struggle with the return to school, work with individual families to devise individual strategies. If necessary, consider a reduced timetable. 	<p>Staff ELSA SENDCo</p> <p>Parents Headteacher</p> <p>ELSA Staff</p> <p>ELSA SENDCo Staff</p> <p>Children Staff</p> <p>Parents Headteacher Staff</p>	<p>From 1st June</p> <p>From 1st June</p> <p>From 1st June</p> <p>From 1st June onwards</p> <p>From 1st June</p> <p>From 1st June</p>

	Some children may require an individual risk assessment to consider and plan for their individual needs.		
Children are anxious and worried about pandemic	<ul style="list-style-type: none"> • Opportunities to talk informally about their feelings • Regular PSHE lessons • Use of recommended resources to help children discuss and understand the Pandemic e.g. https://axelscheffler.com/books-for-older-children/coronavirus; 'Hello, I am a virus' resource and other resources, including Diocese resources which will be available in a shared location on the school network. 	Staff Headteacher	From 1st June
School community becoming divided, plus associated feelings, due to some children returning and some children remaining at home.	<ul style="list-style-type: none"> • Plan some whole school activities which all children, those at home and at school, can be involved in • Weekly Collective Worship videos, involving some children (with parental permission) and staff, to be posted to the school YouTube channel • Available members of staff to make phone calls to all children not returning to school • Continued use of blog and emailing systems to maintain communication and help the whole school community stay connected • Home Learning format to continue for all children, so that those ins chool and at home have the opportunity to cover broadly the same curriculum 	SLT Headteacher Nominated Staff Nominated Staff Staff	From 1 st June
Staff are worried about the risks in school and about their own children and loved ones	<ul style="list-style-type: none"> • Prepare staff for changes. Use 1st June for dedicated staff training to ensure all staff feel confident and well-informed about the risks and control measures, as well as how to support the children and each other • Strong communication, despite social distancing restrictions and some staff still being based at home: maintain current systems of emailing and staff briefings, so that all staff are well-informed of everything going on and of the key messages • Staff to be aware that other staff's anxiety levels and reasons for anxiety may be different to their own. All staff to take the rules seriously, be vigilant and follow social distancing as well as they can, so that no member of staff feels uncomfortable or unsafe due to someone else's behaviour at work. Recognise that we may need to remind each other about the changes and expectations. 	Headteacher Staff Headteacher, SLT All staff Staff	On 1 st June Ongoing From 1 st June

	<ul style="list-style-type: none"> All staff encouraged not to stay at school too late (suggested all off site by 4.30pm), to allow for much needed well-being time e.g. daily exercise, time with family and for the additional washing and laundry required, as well as to meet own childcare needs. Additional PPA provided whilst staffing and number of children allows, in order to help achieve this. No after school marking allowed due to risk of contamination, which will also help to achieve this earlier finish than usual. Make use of staff in school during school hours to get the necessary photocopying done in order to limit amount of paperwork required outside of school hours. 	Headteacher Staff	From 1 st June
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This Risk Assessment will be continually reviewed and updated by the Headteacher. Staff, parents and children should report to the Headteacher any aspects which may need review.