

This Risk Assessment has been constructed following government guidance published on 7 July 2020 <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a> This Risk Assessment will be continuously reviewed in line with future government guidance and amended accordingly.

Risk Assess	sment and Ri	sk Management Record	
Written by: Rob Hackett (Headteacher)		Purpose: September full opening of Warden House Primary School	
Date: July 2020			
Identify Hazards – assessing the risk	Risk Rating High / Medium / Low	Control Measures – Reducing the risk	Outcome High / Medium / Low
<b>Section 1 Public health advice to minimize</b>	coronavirus	s (COVID -19) risks	
Prevention			
Minimize contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.	High High High	<ul> <li>Clear communication to staff and parents regarding in-school protocols. Communication available in a variety of languages via website translate button.</li> <li>If unwell at home, parent to keep school fully informed</li> <li>In school, unwell pupils, with Covid symptoms, will be isolated until parent collects supported by</li> </ul>	Low Low
	High	<ul> <li>member of staff in full PPE</li> <li>If any child or adult is tested positive, parent must inform school who will gain guidance from NHS/PHE</li> </ul>	Low

	Τ .		I
Clean hands thoroughly more often than usual	High High High	<ul> <li>Each bubble has own hand sanitizer and handwashing facilities for staff and pupils</li> <li>Pupils, staff and visitors must sanitize hands on entry to school every morning and frequently throughout the day</li> <li>Daily reminders of how to effectively sanitize and hand wash and support for younger pupils visuals and social stories used</li> <li>PPE available for all staff if needed</li> </ul>	Low
	High High	<ul> <li>Protocols and expectations shared with all visitors and resources readily available</li> </ul>	Low Low
Wear Face masks	Medium	<ul> <li>Staff and pupils are not routinely expected to wear masks when attending school</li> <li>Where staff need to meet in larger groups for meetings and social distancing of at least 2 meters is not possible, the school will expect masks to be worn by all staff.</li> <li>Ideally meetings will take place in large, well-ventilated spaces such as the school hall</li> <li>PPE will be provided by the school and will be available to all staff as necessary.</li> <li>In line with government guidance, face covering should be worn by any adults visiting the school – including parents entering the school office.</li> </ul>	Low
Ensure good respiratory hygiene by promoting the 'catch it,	Medium	Promoted through curriculum, signage and verbal	Low
bin it, kill it' approach		reminders	
	High		Low

	1	D: 11.1	
		Bins available in each classroom for tissue disposal	
		that will be checked and emptied regularly during	
		the day.	
Introduce enhanced cleaning, including cleaning frequently	High	The school will continue to employ a full time	Low
touched surfaces often using standard products, such as		cleaner to work across the duration of every school	
detergents and bleach		day.	
		•	
	High	Robust cleaning practices in all classes and office	Low
		spaces following checklist agreed by site manager.	
	High	<ul> <li>Cleaning team trained in cross infection protocols</li> </ul>	Low
	High	<ul> <li>Sufficient produces and resources will be</li> </ul>	Low
	1.1.6.1	continuously available and maintained by the site	
		manager.	
		<ul> <li>Reduce use of shared areas, thoroughly cleaned</li> </ul>	Low
	High	after each use	
	півіі	Different playground equipment boxes available for	Low
	Medium	each class	
Balantanian and a black and a distribution and an air-balance and a	Medium		
Minimize contact between individual and maintain social		How to group children	
distancing whenever possible			
		Warden House will group children into Year Group	
		bubbles in line with advice issued by the	
		government. This states:	
		"Schools should assess their circumstances and if class-sized	
		groups are not compatible with offering a full range of subjects	
		or managing the practical logistics within and around school, they can look to implement year group sized 'bubbles'."	
		they can look to implement year group sized bubbles.	
		Most children will remain in their class groups for	
		the majority of each day. Due to space restrictions,	
		pupils may be grouped in year group bubbles during	Low
	High	Pupils may be grouped in year group bubbles during	

	break and lunchtime, however will be encouraged to stay within class groups as much as possible.	
High Medium Medium	<ul> <li>Through using year group bubbles, the full range of educational provision provided at Warden House will be able to continue. This includes: free flow continuous provision in EYFS and Year 1; booster classes in Year 6; catch up tuition groups from Year 1 upwards; Nurture provision in Butterflies Class; KS1 phonics provision.</li> <li>All staff will have access to cleaning supplies.</li> <li>Movement from staff and children around the school will be kept to a minimum</li> </ul>	Low
High	Measures within classroom Social distancing will be emphasized and practiced in class with children being allocated their own table space and equipment. Movement will be restricted around the classroom.  In Year R and 1, children will play and learn with access to the full range of equipment, however there will be regular cleaning of this equipment as necessary and regular	Low
Medium	handwashing/sanitizing for children and staff.	Low

	Parents and visitors will be encouraged to maintain social	
	distancing and follow our protocols. These include:	
	distancing and rollow our protocols. These include.	
	Measures for arriving at and leaving school	Low
Medium	One way, in and out system in place for adults and children	
	entering and leaving school.	
Medium		Low
	Staggered arrival and departure times will be required (See	
	appendix)	
	Use of toilets by pupils	
Medium	Government guidance states that "different groups don't	Low
	need to be allocated their own toilet blocks, but toilets will	
	need to be cleaned regularly and pupils must be encouraged	
	to clean their hands thoroughly after using the toilet."	
Medium	Other considerations	Low
Wedidiii	<ul> <li>Allocated play space on the playground and/or field</li> </ul>	LOW
	for classes/year group bubbles	
	The school office will be open during normal hours	
Medium	and parents invited for phone conversations as and	Low
	when needed	
	Face to face parent meetings to be pre-arranged	
Medium	and follow social distancing protocols	Low
	Toilets will be for staff/pupils only not available to	
Medium	parents in order to minimize adults in school.	Low
	<ul> <li>Lunch hall – each bubble allocated their own time</li> </ul>	
Medium	with designated adults and cleaning materials.	Low
	<ul> <li>Tables thoroughly cleaned between bubbles.</li> </ul>	
Medium	<ul> <li>Corridors will be marked to help staff and pupils</li> </ul>	Low
	social distance. We will walk on the left hand side at	
	all times and wait for others to pass when travelling	
	and and the state of the pass trief date in b	

	1 11 11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
Medium Medium	<ul> <li>along narrow corridors within the school. Where possible, travel around the school site should be managed outdoors.</li> <li>Packed lunches only to be provided by Whole School Meals during term 1 in order to facilitate ease of management and cleaning. This will be</li> </ul>	Low
Medium Medium Medium	reviewed with the aim of returning to hot dinners in term 2 if logistics allow.  Limited movement allowed around the school.  Staff to monitor toilet use and emphasise hygiene  Visitors to the school will have protocols shared including questions about health (temperature,	Low Low Low
Medium	<ul> <li>cough, loss of taste and smell)</li> <li>The sensory room will be partially reopened. The ball bit will not be used. The inclusion support TA will liaise with the cleaners to ensure that all frequently touched surfaces are cleaned regularly.</li> <li>TAs engaging in essential face to face work such as speech and language support will use portable Perspex screens or wear face visors.</li> <li>Children will sanitize their hands on entry and on exit to school and at set times as necessary during the day. Due to COSHH safety concerns, adults must supervise the use of hand sanitizers at all times.</li> </ul>	Low
	Pupils should not use their own individual dispensers.	

Where necessary, wear appropriate personal protective equipment (PPE)	Medium Medium Medium	<ul> <li>Jungle Club:</li> <li>Breakfast and afterschool club will run in the school hall with children sitting in year group bubbles on separate tables. Please see separate risk assessment document.</li> <li>PPE available for all staff in each classroom.</li> <li>PPE also readily available in Isolation room as risks are heightened for staff. Staff asked to remain at least 2 metres distance from any child isolated with symptoms.</li> <li>Any pupils or staff removing face masks on arrival to school must follow our procedures for safety.</li> <li>Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash or sanitize their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a suitable bin or place reusable face coverings in a plastic bag they can take home with them. Pupils and staff must then wash their hands again before heading to their classroom.</li> </ul>	Low Low
Response to any infection Engage with the NHS Test & trace process	Medium	Track and Trace protocols shared with all staff and	Low
	Medium	<ul> <li>parents.</li> <li>Anyone who displays symptoms of coronavirus can and should get a test.</li> </ul>	Low

Manage confirmed cases of coronavirus (COVID-19) amongst the school community	Medium Medium Medium	<ul> <li>Isolation room set up for sole use should a child or staff member become ill. This will be closed and then cleaned thoroughly should a child need to use it following showing symptoms. The isolation room is located in the Headteacher's office.</li> <li>PPE readily available</li> <li>Digital scanning thermometer purchased and available to use.</li> </ul>	Low Low Low
Contain any outbreak by following local health protection team advice	Medium	<ul> <li>Local Health Protection team notified if two or more cases arise in a 14 day period</li> </ul>	Low
	Medium	<ul> <li>Best practice advice is school to contact PHE for advice should one case be confirmed.</li> </ul>	Low
Section2: School Operations			
Wider public transport	Medium	<ul> <li>Road Crossing Patrol supported by KCC training kept fully up to date with Warden House protocols and expectations</li> </ul>	Low
	Medium	Parents and children informed of KCC SCP protocols	Low
	Medium	<ul> <li>Any school trips planned will factor in additional risk assessments concerning travel arrangements and will ensure the latest advice is followed regarding any additional health and safety precautions that may be required.</li> </ul>	Low
Attendance	Medium	<ul> <li>All children and staff are expected to attend school, full time in September.</li> <li>Any pupil or adult shielding will be supported</li> </ul>	
	Medium	through current guidance including advice for	Low

	Medium Medium	<ul> <li>clinically vulnerable and pregnant staff. Written evidence from medical experts will be required.</li> <li>Clear communication through Risk Assessment to staff and families.</li> <li>Pastoral support from Senior Leaders and FLO and inclusion support TA is available for families and staff who are anxious about returning to school</li> </ul>	Low
Supporting staff	Medium  Medium  Medium	<ul> <li>Governing Body (RGB) and senior leaders will regularly review staff well-being and workload</li> <li>Additional support from supervision, FLO and counselling services available should they be deemed necessary</li> <li>All new guidance disseminated to all staff</li> <li>Weekly team briefings carried out in small groups to</li> </ul>	Low Low Low
	Medium	allow for regular and ongoing feedback regarding key issues	
Supply teachers and other temporary or peripatetic teachers	Medium Medium	<ul> <li>Peripatetic teachers, volunteers and professional colleagues will all be informed of our protocols on arrival.</li> <li>In order to minimize risk, volunteers will not initially be asked to work in school. This will be reviewed later in term 1 where volunteers are likely to be allocated to the same bubble for each visit should their return be deemed safe.</li> </ul>	Low

Expectation and deployment of ITT trainees	Medium	Risk assessment shared with Christchurch University and protocols shared with Social Work students through Induction process	Low
	Medium	<ul> <li>Lead mentor to communicate regularly with Christ Church University and ensure agreed protocols are followed at all times.</li> </ul>	
Safeguarding	Medium Medium Medium Medium	<ul> <li>Full Safeguarding policy review conducted in September in line with government updates to "Keeping Children Safe in Education"</li> <li>Safeguarding training for all staff from 1.9.2020</li> <li>Safeguarding reviewed through Pastoral team</li> <li>All staff have access to and use My Concern</li> </ul>	Low Low Low
Educational visits	Medium	Government guidance indicates that non-residential school trips in the UK can take place following a detailed risk assessment in line with school policy.	Low
	Medium	Each visit to be planned followed detailed consultation with the headteacher as part of the risk assessment process.	Low
	Medium	<ul> <li>Residential and overseas trips are currently not permitted.</li> </ul>	Low
School uniform	Low Medium	<ul> <li>All children will be in full school uniform</li> <li>FLO support available for families in financial difficulties</li> </ul>	Low

Extra-curricular provision	Medium Medium	<ul> <li>Breakfast club and afterschool club to open for all pupils from September in line with government guidance. Jungle Club will also be available as normal during holiday periods.</li> <li>A separate updated risk assessment for Jungle Club has been completed.</li> </ul>	Low
Section3: Curriculum, behaviour and pasto	oral support		
Curriculum expectations	N/A  Medium	<ul> <li>Full curriculum to be taught from September 2020, learning from the experiences of pupils on phased return</li> <li>Two transition days planned for the first two school days of term 1 in order to ease anxiety and allow for a successful reintegration of all pupils and staff – particularly those with more complex needs</li> <li>'Blended learning' plans are in place should there be another spike or a bubble needs to be isolated.</li> <li>The school are currently launching Microsoft 365 so that this can be introduced to increase digital access for pupils from home in the event of a further lockdown.</li> <li>Quality First Teaching principles embedded in every class</li> <li>Robust assessment for learning to gauge pupils starting points and plan for catch up.</li> <li>Staff will draw on previous CPD on retrieval practice to "reawaken" learning.</li> <li>Staff will have the opportunity to plan with previous class teacher in order to support transition,</li> </ul>	N/A Low

	understand previous coverage and accelerate progress.  • A new teacher appointment has been made to allow
Specific points for early years foundation stage (EYFS) to key stage 3	for a full time member of staff to focus on leading catch up education provision across the school. This provision will focus on the use of skillful preteaching to enable pupils to catch up at pace and be ready to successfully engage with learning within their year group.  The library will be used however time slots for bubbles will need to be carefully timetables. The English leader will draw up a Rota and give staff clarity on keeping books out of circulation for a minimum of 48 hours prior to being returned to the shelves.  Amended systems will be set up to allow for the safe relaunch of daily home-school reading.  Homework sent home will be kept to a minimum at present with work set digitally as and when possible.  Marking will be kept to a minimum to limit adult interaction with frequently touched items. Teachers supported to build in a range of systems to ensure that the quality of assessment and feedback is strong over time. Where detailed marking of work is needed (e.g. when marking test papers) work should be left for 72 hours before being marked).  All staff in the early years will adapt their learning environment, teaching and timetable to ensure that high expectations are still in place, while providing
	nurture for children who will have missed up to 6 months of nursery.

Pupil well-being and support		<ul> <li>The outside learning environment the outdoor area will be fully utilised to support children's holistic development.</li> <li>Working with families and carers will continue with appropriate protocols and risk assessments in place.</li> <li>Staff to draw on previous CPD and nurture training to support well-being of pupils. Pastoral team to provide support as needed.</li> </ul>	
Behaviour expectations	Medium Medium	<ul> <li>SEND policy reviewed in line with guidance</li> <li>Fully in line with agreed Behaviour for Learning         Policy and newly amended home-school agreement.</li> <li>Reflection rooms and work rooms will be unable to         run in their current format due to bubble structure.</li> </ul>	Low
Assessment & accountability  Assessment	N/A	<ul> <li>All statutory national assessments are expected to take place in 2020-2021. Teachers and leaders will ensure the curriculum strengthens pupil's ability to sit the tests in the Summer Term 2021.</li> <li>KS1 &amp; 2 SATs, Year 1 and 2 Phonics check, Year 4 Multiplication Check and Assessment of Year R pupils Early Learning Goals will continue as in previous years.</li> <li>The New Early Years baseline has been cancelled this year</li> <li>The Headteacher will set challenging targets for performance working with senior leaders to ensure the highest expectations for progress are maintained and those who have fallen behind catch up.</li> <li>A senior member of teaching staff has been</li> </ul>	N/A

	appointed to lead catchup provision across the school.	
Section 5: Contingency planning		
Process in the event of local outbreaks	Parents informed of school closure through the website/social media and text message communications  Staff informed through our communication text system  Remote education systems in place to support 'blended learning' with funding applied for to aid staff training  welfare@warden-house.kent.sch.uk email address reinstated to aid pastoral support for families  learningsupport@warden-house.kent.sch.uk email address reinstated to support families experiencing difficulties with home learning.  Remote access to pastoral services and support available with welfare calls provided by SENCO / FLO / Inclusion support TA.  Consider vulnerable families' need for FSM vouchers, responding to government advice as necessary. The school are now setup on both Wonde and Edenred systems	

### **Appendix A – Bubble Grouping Structure**

Although formally operating in year group bubbles, children will be kept in their individual class groups as much as possible.

Bubble	Classes	Year Group	Maximum Number of Pupils	Staff Lead	Staff Support
Year R	Foxes Rabbits	R	60	CL DH	EH CC MC
Year 1	Leopards Flamingos	1	60	BG SG CW	CA BR CF
Year 2	Frogs Turtles	2	60	MN AM	VJ SC NW
Year 3	Polar Bears Tigers	3	60	JaG / PP RB / PN	LC LK/JM/LC
Year 4	Black Cats Hippos Pandas	4	90	SV EG CB	GR/JH SD/JW/JM/ MS
Year 5	Giraffes Penguins	5	60	HH KA	LB KK
Year 6	Falcons Elephants	6	60	MCG LG TM	TA / AR KT JC

#### Appendix B - Start and End of Day

With approximately 450 pupils at Warden House, the start and end of the day is normally a very busy time where social distancing would be very impossible if everyone turned up at the same time. In order to keep everyone as safe as possible, we will be running staggered starts and ends to each day.

We will begin admitting pupils from 8:40 am in the morning and begin sending home from 2:50 pm. This will be done in order to keep people apart as much as possible. We ask that only one adult per family comes on site to collect children and that a distance of 2 metres is maintained from others at all times.

Pupils with surname starting with the letter:	Arrival Time:	Collection Time:
А-Н	8:40 am	2:50 pm
I-P	8:50 am	3:00 pm
Q-Z	9:00 am	3:10 pm

#### **Entrances to School:**

From Wednesday 3<sup>rd</sup> September, we will partially reopen the London Road entrance to the school. We will operate a one way system here in order to keep everyone apart as much as possible. At the start of day, parents and children will be able to enter the school from the London Road entrance, however parents must leave via the Birdwood Avenue gates once they have dropped off their children.

We will reverse this at the end of the day with parents entering the site from Birdwood Avenue and being able to leave via London Road. We will maintain our one-way system around the school grounds and ask all parents and carers to follow this at all times.

The Road Crossing patrol on London Road will begin operating at the start and end of day from September 3<sup>rd</sup>.

### **Appendix C: Morning Breaks**

These will be managed by adults within each team. Team leaders will agree a rota and share with staff. If using the field, each class can play in its own allocated space. This will further reduce mixing.

Break time timetable	Time	Locations
Year R and KS1	10:30 am - 10:45 am	Year R Outdoor Area KS1 Playground (Y1) KS2 Playground (Y2)
Year 3 and 4	10:50 am - 11:05 am	KS1 Playground (Y3) KS2 Playground (Y4)
Year 5 and 6	11:10 am - 11:25 am	KS1 Playground (Y5) KS2 Playground (Y6)

#### **Appendix D: Lunchtime Timetable:**

In order to manage our bubble structure over lunchtimes we will need to continue with two separate lunchtime sittings from September. In order to facilitate this, each lunchtime sitting will be reduced 50 minutes in total. Please see the timetable below for how this will be managed.

#### Sitting 1: Year R, 1, 2 and 3 (11:45-13:35)

#### Year R and 1

Times:	Activity	Staff	Location
11:45 – 12:10	Lunch in the dinner hall	xxxxxxxxxxxxxxx	Hall
12:10 – 12:35	Playtime	xxxxxxxxxxxxxxx	Year R – Outdoor Area
			Year 1 – KS1 Playground

<sup>\*</sup>Please note, Marion and Wendy will remain in the dinner hall and are both trained to support pupils with unsafe swallow.

#### Year 2 and 3

Times:	Activity	Staff	Location
11:45 – 12:10	Playtime	I	KS1 Playground (Y2) KS2 Playground (Y3)
12:10 – 12:35	Lunch in the dinner hall	xxxxxxxxxxxxxxx	Hall

<sup>\*</sup>Please note, Marion and Wendy will remain in the dinner hall and are both trained to support pupils with unsafe swallow.

### Sitting 2: Year 4, 5, and 6 (12:40-13:30)

\*Please note a 5 minute changeover period is built in between sittings between 12:35 and 12:40

#### Year 4 (3 classes)

Times:	Activity	Staff	Location
12:40- 13:00	Lunch in the dinner hall	xxxxxxxxxxxxxxx	Hall
13:00- 13:30	Playtime	xxxxxxxxxxxxxxx	Year R – Yr R Outdoor Area Year 1 – KS1 Playground

#### Year 5 and 6

Times:	Activity	Staff	Location
12:40 – 13:00	Playtime	xxxxxxxxxxxxxxx	KS2 Playground *(Half for each year group)
13:00 – 13:20	Lunch in the dinner hall	xxxxxxxxxxxxxxx	Hall
13:20- 13:30	Playtime	xxxxxxxxxxxxxxx	KS2 Playground* *(Half for each year group) Y5 (Y5 classroom end) Y6 (Hall end)