

# Warden House Primary School



This Risk Assessment has been constructed following government guidance published on 7 July 2020

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> This Risk Assessment will be continuously reviewed in line with future government guidance and amended accordingly.

## Risk Assessment and Risk Management Record

<b>Written by:</b> Rob Hackett (Headteacher)		<b>Purpose:</b> Safe operation of Warden House Primary School during the Covid crisis.	
<b>Date Written:</b> July 2020 (Updated November 2020)			
<b>Identify Hazards – assessing the risk</b>	<b>Risk Rating</b> <i>High / Medium / Low</i>	<b>Control Measures – Reducing the risk</b>	<b>Outcome</b> <i>High / Medium / Low</i>
<b>Section 1 Public health advice to minimize coronavirus (COVID -19) risks</b>			
<b>Prevention</b>			
<b>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.</b>	High	<ul style="list-style-type: none"> <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 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
	High		Low
	High		Low
	High		Low

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<b>Clean hands thoroughly more often than usual</b>	High	<ul style="list-style-type: none"> <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> <li>● Protocols and expectations shared with all visitors and resources readily available</li> </ul>	Low
	High		Low
	High		Low
	High		Low
	High		Low
<b>Wear Face masks</b>	Medium	<ul style="list-style-type: none"> <li>● 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> <li>● All parents and carers will be expected to wear face coverings whilst on our school site.</li> <li>● Staff must wear face coverings when on the door at the start and the end of the day.</li> </ul>	Low
	Medium		Low
	Medium		Low
	Medium		Low
	Medium		Low
	Medium		Low
	Medium		Low

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	Medium	<ul style="list-style-type: none"> <li>● Staff must wear face coverings whilst in any communal areas of the school. This includes the corridors, library, toilets, dining hall and staff rooms.</li> <li>● If sitting eating in the staff room or Bistro, face coverings do not need to be worn, however, staff members making tea and coffee or using the photocopier will be expected to wear one.</li> <li>● Adults are not expected to wear face coverings or visors in the classroom whilst teaching, however, they may choose to do so if they wish.</li> <li>● The school will purchase 2 x additional fabric face coverings for all staff branded with the school logo.</li> <li>● Disposable face coverings are available in the office or through the site manager or cleaning team.</li> </ul>	Low
	Medium		Low
	Medium		Low
	Medium		Low
	Medium		Low
<b>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</b>	Medium	<ul style="list-style-type: none"> <li>● Promoted through curriculum, signage and verbal reminders</li> <li>● Bins available in each classroom for tissue disposal that will be checked and emptied regularly during the day.</li> </ul>	Low
	High		Low
<b>Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach</b>	High	<ul style="list-style-type: none"> <li>● The school will continue to employ a full time cleaner to work across the duration of every school day.</li> <li>● Robust cleaning practices in all classes and office spaces following checklist agreed by site manager.</li> <li>● Cleaning team trained in cross infection protocols</li> <li>● Sufficient produces and resources will be continuously available and maintained by the site manager.</li> </ul>	Low
	High		Low
	High		Low
	High		Low
	High		Low

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	High Medium	<ul style="list-style-type: none"> <li>● Reduce use of shared areas, thoroughly cleaned after each use</li> <li>● Different playground equipment boxes available for each class</li> </ul>	Low
<b>Minimize contact between individual and maintain social distancing whenever possible</b>	High	<p><b>How to group children</b></p> <ul style="list-style-type: none"> <li>● Warden House will group children into Year Group bubbles in line with advice issued by the government. This states:</li> </ul> <p><i>“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’.”</i></p> <ul style="list-style-type: none"> <li>● 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 break and lunchtime, however will be encouraged to stay within class groups as much as possible.</li> </ul>	Low
	High	<ul style="list-style-type: none"> <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> </ul>	Low
	Medium	<ul style="list-style-type: none"> <li>● All staff will have access to cleaning supplies.</li> </ul>	Low

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	Medium	<ul style="list-style-type: none"> <li>• Movement from staff and children around the school will be kept to a minimum</li> </ul>	Low
	High	<p><b>Measures within classroom</b> 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 and the wider school building.</p>	Low
	Medium	<p>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 handwashing/sanitizing for children and staff.</p>	Low
	Medium	<p>Parents and visitors will be encouraged to maintain social distancing and follow our protocols. These include:</p>	Low
	Medium	<p><b>Measures for arriving at and leaving school</b> One way, in and out system in place for adults and children entering and leaving school.</p>	Low
	Medium	<p>Staggered arrival and departure times are in place at ten minute intervals.</p>	Low
	Medium	<p><b>Use of toilets by pupils</b> Government guidance states that <i>“different groups don’t 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.”</i></p>	Low

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	Medium	<p><b>Other considerations</b></p> <ul style="list-style-type: none"> <li>● Allocated play space on the playground and/or field for classes/year group bubbles</li> <li>● The school office will be open during normal hours and parents invited for phone conversations as and when needed</li> <li>● Face to face parent meetings to be pre-arranged and follow social distancing protocols</li> <li>● Toilets will be for staff/pupils only not available to parents in order to minimize adults in school.</li> <li>● Lunch hall – each bubble allocated their own time with designated adults and cleaning materials.</li> <li>● Tables thoroughly cleaned between bubbles.</li> <li>● Corridors will be marked to help staff and pupils social distance. We will walk on the left hand side at all times and wait for others to pass when travelling along narrow corridors within the school. Where possible, travel around the school site should be managed outdoors.</li> <li>● Hot dinners provided by Whole School Meals from Term 2 2020. Selected year groups to eat in classrooms to enable ease of distribution and safe management of meals across the 2 lunch times</li> <li>● Limited movement allowed around the school.</li> <li>● Staff to monitor toilet use and emphasise hygiene</li> <li>● Visitors to the school will have protocols shared including questions about health (temperature, cough, loss of taste and smell)</li> </ul>	Low
	Medium		Low
	Medium		Low
	Medium		Low
	Medium		Low
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	Medium		Low
	Medium		Low
	Medium		Low

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	Medium	<ul style="list-style-type: none"> <li>• During national lockdown periods – no visitors to be allowed on site except for essential purposes such as police/social services etc.</li> </ul>	Low
	Medium	<ul style="list-style-type: none"> <li>• The sensory room will be partially reopened. The ball pit will not be used. The inclusion support TA will liaise with the cleaners to ensure that all frequently touched surfaces are cleaned regularly.</li> </ul>	Low
	Medium	<ul style="list-style-type: none"> <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> </ul>	Low
	Medium	<ul style="list-style-type: none"> <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. Pupils should not use their own individual dispensers.</li> </ul> <p><b>Jungle Club:</b></p> <p>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.</p>	Low
<b>Where necessary, wear appropriate personal protective equipment (PPE)</b>	Medium	<ul style="list-style-type: none"> <li>• PPE available for all staff in each classroom.</li> </ul>	Low
	Medium	<ul style="list-style-type: none"> <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> </ul>	Low

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	Medium	<ul style="list-style-type: none"> <li>Any pupils or staff removing face masks on arrival to school must follow our procedures for safety.</li> </ul> <p><i>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.</i></p>	low
<b>Response to any infection</b>			
<b>Engage with the NHS Test &amp; trace process</b>	Medium	<ul style="list-style-type: none"> <li>Track and Trace protocols shared with all staff and parents.</li> <li>Anyone who displays symptoms of coronavirus can and should get a test.</li> </ul>	Low
	Medium		Low
<b>Manage confirmed cases of coronavirus (COVID-19) amongst the school community</b>	Medium	<ul style="list-style-type: none"> <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
	Medium Medium		Low Low
<b>Contain any outbreak by following local health protection team advice</b>	Medium	<ul style="list-style-type: none"> <li>Local Health Protection team notified if two or more cases arise in a 14 day period</li> </ul>	Low
	Medium		Low



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		<ul style="list-style-type: none"> <li>Best practice advice is school to contact PHE for advice should one case be confirmed. PHE will advise school on the contact tracing procedures and agree next steps for the school.</li> </ul>	
<b>Section2: School Operations</b>			
<b>Wider public transport</b>	Medium	<ul style="list-style-type: none"> <li>Road Crossing Patrol supported by KCC training kept fully up to date with Warden House protocols and expectations</li> <li>Parents and children informed of KCC SCP protocols</li> <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
	Medium		Low
	Medium		Low
<b>Attendance</b>	Medium	<ul style="list-style-type: none"> <li>All children and staff are expected to attend school, full time in September.</li> <li>Any pupil or adult shielding will be supported through current guidance including advice for clinically vulnerable and pregnant staff. Written evidence from medical experts will be required.</li> <li>Clear communication through Risk Assessments and school letters 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
	Medium		Low
	Medium		Low
	Medium		Low
<b>Supporting staff</b>	Medium	<ul style="list-style-type: none"> <li>Governing Body (RGB) and senior leaders will regularly review staff well-being and workload</li> </ul>	Low

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	Medium	<ul style="list-style-type: none"> <li>• Additional support from supervision , FLO and counselling services available should they be deemed necessary</li> </ul>	Low
	Medium	<ul style="list-style-type: none"> <li>• All new guidance disseminated to all staff</li> </ul>	Low
	Medium	<ul style="list-style-type: none"> <li>• Weekly team briefings carried out in small groups to allow for regular and ongoing feedback regarding key issues</li> </ul>	Low
<b>Supply teachers and other temporary or peripatetic teachers</b>	Medium	<ul style="list-style-type: none"> <li>• Peripatetic teachers, volunteers and professional colleagues will all be informed of our protocols on arrival.</li> </ul>	Low
	Medium	<ul style="list-style-type: none"> <li>• In order to minimize risk, volunteers will not work in school.</li> <li>• Student teachers through CCCU and social work students will continue to be supported and will be allocated to bubbles for placements.</li> </ul>	Low
<b>Expectation and deployment of ITT trainees</b>	Medium	<ul style="list-style-type: none"> <li>• Risk assessment shared with Christchurch University and protocols shared with Social Work students through Induction process</li> </ul>	Low
	Medium	<ul style="list-style-type: none"> <li>• Lead mentor to communicate regularly with Christ Church University and ensure agreed protocols are followed at all times.</li> </ul>	

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<b>Safeguarding</b>	<p>Medium</p> <p>Medium</p> <p>Medium</p> <p>Medium</p>	<ul style="list-style-type: none"> <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>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>
<b>Educational visits</b>	<p>Medium</p> <p>Medium</p> <p>Medium</p>	<ul style="list-style-type: none"> <li>● Government guidance indicates that non-residential school trips in the UK can take place following a detailed risk assessment in line with school policy.</li> <li>● Each visit to be planned followed detailed consultation with the headteacher as part of the risk assessment process.</li> <li>● Residential and overseas trips are currently not permitted.</li> </ul>	<p>Low</p> <p>Low</p> <p>Low</p>
<b>School uniform</b>	<p>Low</p> <p>Medium</p>	<ul style="list-style-type: none"> <li>● All children will be in full school uniform</li> <li>● FLO support available for families in financial difficulties</li> </ul>	<p>Low</p> <p>Low</p>
<b>Extra-curricular provision</b>	<p>Medium</p> <p>Medium</p>	<ul style="list-style-type: none"> <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>	<p>Low</p> <p>Low</p>

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Section3: Curriculum, behaviour and pastoral support			
Curriculum expectations	N/A	<ul style="list-style-type: none"> <li>● Full curriculum to be taught from September 2020, learning from the experiences of pupils on phased return</li> </ul>	N/A
	Medium	<ul style="list-style-type: none"> <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, understand previous coverage and accelerate progress.</li> <li>● A new teacher appointment has been made to allow 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 pre-teaching to enable pupils to catch up at pace and be ready to successfully engage with learning within their year group.</li> </ul>	Low

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		<ul style="list-style-type: none"> <li>● 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.</li> <li>● Amended systems will be set up to allow for the safe relaunch of daily home-school reading.</li> <li>● Homework sent home will be kept to a minimum at present with work set digitally as and when possible.</li> <li>● 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).</li> </ul>	
<b>Specific points for early years foundation stage (EYFS) to key stage 3</b>		<ul style="list-style-type: none"> <li>● 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.</li> <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> </ul>	
<b>Pupil well-being and support</b>		<ul style="list-style-type: none"> <li>● Staff to draw on previous CPD and nurture training to support well-being of pupils. Pastoral team to provide support as needed.</li> <li>● SEND policy reviewed in line with guidance</li> </ul>	

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Behaviour expectations	Medium  Medium	<ul style="list-style-type: none"> <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  Low
<b>Section 4 : Assessment &amp; accountability</b>			
Assessment	N/A	<ul style="list-style-type: none"> <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 appointed to lead catchup provision across the school.</li> </ul>	N/A
<b>Section 5: Contingency planning</b>			

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<p><b>Process in the event of local outbreaks</b></p>		<ul style="list-style-type: none"> <li>● Parents informed of school closure through the website/social media and text message communications</li> <li>● Staff informed through our communication text system</li> <li>● Remote education systems in place to support 'blended learning' with funding applied for to aid staff training.</li> <li>● <a href="mailto:welfare@warden-house.kent.sch.uk">welfare@warden-house.kent.sch.uk</a> email address reinstated to aid pastoral support for families if school is ever closed</li> <li>● <a href="mailto:learningsupport@warden-house.kent.sch.uk">learningsupport@warden-house.kent.sch.uk</a> email address reinstated to support families experiencing difficulties with home learning if school is ever closed.</li> <li>● Remote access to pastoral services and support available with welfare calls provided by SENCO / FLO / Inclusion support TA.</li> <li>● Consider vulnerable families' need for FSM vouchers, responding to government advice as necessary. The school are now setup on both Wonde and Edenred systems</li> </ul>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>
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