

Warden House Primary School



This Risk Assessment has been constructed following government guidance published on 7 July 2020 and updated in light of the new National Lockdown announced by the Prime Minister on Monday 4 January 2021.

This Risk Assessment will be continuously reviewed in line with future government guidance and amended accordingly.

Risk Assessment and Risk Management Record

Written by: Rob Hackett (Headteacher)		Purpose: Safe operation of Warden House Primary School during the Covid crisis and the current national lockdown.	
Date Written: January 2021			
Identify Hazards – assessing the risk	Risk Rating <i>High / Medium / Low</i>	Control Measures – Reducing the risk	Outcome <i>High / Medium / Low</i>
Section 1 Public health advice to minimize coronavirus (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	<ul style="list-style-type: none"> • Clear communication to staff and parents regarding in-school protocols. Communication available in a variety of languages via website translate button. • If unwell at home, parent to keep school fully informed • In school, unwell pupils, with Covid symptoms, will be isolated until parent collects supported by member of staff in full PPE • If any child or adult is tested positive, parent must inform school who will gain guidance from NHS/PHE • Following advice from the government, if staff are able to work from home, then they should 	Low
	High		Low
	High		Low
	High		Low
	High		Low

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Clean hands thoroughly more often than usual	High	<ul style="list-style-type: none"> ● Each bubble has own hand sanitizer and handwashing facilities for staff and pupils ● Pupils, staff and visitors must sanitize hands on entry to school every morning and frequently throughout the day ● Daily reminders of how to effectively sanitize and hand wash and support for younger pupils visuals and social stories used ● PPE available for all staff if needed ● Protocols and expectations shared with all visitors and resources readily available 	Low
	High		Low
	High		Low
	High		Low
	High		Low
Wear Face masks	Medium	<ul style="list-style-type: none"> ● Pupils are not routinely expected to wear masks when attending school however may do so should they wish. ● Staff must wear face coverings in all communal spaces whilst at work. It is the personal choice of each staff member whether they wear a face covering when teaching children. ● Routine meetings to be limited with essential staff meetings taking place online using Teams. ● Meetings of more than six staff members should not take place. ● PPE will be provided by the school and will be available to all staff as necessary. ● In line with government guidance, face covering should be worn by any adults visiting the school – including parents entering the school office. ● All parents and carers will be expected to wear face coverings whilst on our school site. 	Low
	Medium		Low
	Medium		Low
	Medium		Low
	Medium		Low
	Medium		Low
	Medium		Low

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	Medium	<ul style="list-style-type: none"> ● Staff must wear face coverings when on the door at the start and the end of the day. ● Staff must wear face coverings whilst in any communal areas of the school. This includes the corridors, library, toilets, dining hall and staff rooms. ● 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. ● 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. ● Disposable face coverings and PPE are available in the office or through the site manager or cleaning team. 	Low
	Medium		Low
	Medium		Low
	Medium		Low
Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach	Medium	<ul style="list-style-type: none"> ● Promoted through curriculum, signage and verbal reminders ● Bins available in each classroom for tissue disposal that will be checked and emptied regularly during the day. 	Low
	High		Low
Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach	High	<ul style="list-style-type: none"> ● The school will continue to employ a full time cleaner to work across the duration of every school day. ● Robust cleaning practices in all classes and office spaces following checklist agreed by site manager. ● Cleaning team trained in cross infection protocols ● Sufficient products and resources will be continuously available and maintained by the site manager. 	Low
	High		Low
	High		Low
	High		Low

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	High	<ul style="list-style-type: none"> ● Reduce use of shared areas, thoroughly cleaned after each use 	Low
	Medium	<ul style="list-style-type: none"> ● Different playground equipment boxes available for each class 	Low
Minimize contact between individual and maintain social distancing whenever possible	High	<p>How to group children</p> <ul style="list-style-type: none"> ● Warden House will group children into Year Group with a maximum of 15 pupils per bubble during the current period of school partial closure. 	Low
	High	<ul style="list-style-type: none"> ● Children will remain in their year group bubbles for the entirety of each day and will not mix with other children or members of other bubbles. 	Low
	High	<ul style="list-style-type: none"> ● Through using year group bubbles, the full range of educational provision provided at Warden House will be able to continue. 	Low
	High	<ul style="list-style-type: none"> ● All staff will have access to cleaning supplies. 	Low
	High	<ul style="list-style-type: none"> ● Movement from staff and children around the school will be kept to a minimum 	Low
	Medium	<p>Measures within classroom</p> <p>Social distancing will be emphasized and practiced in class with children being allocated their own table and equipment. Movement will be restricted around the classroom and the wider school building.</p>	Low

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	High	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.	Low
	Medium	Parents and essential visitors will be encouraged to maintain social distancing and follow our protocols. These include:	Low
	Medium	Measures for arriving at and leaving school One way system in place for adults and children entering and leaving school.	Low
	Medium	Use of toilets by pupils Government guidance currently 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>	Low
	Medium	Other considerations <ul style="list-style-type: none"> ● Allocated play space on the playground and/or field for classes/year group bubbles ● The school office will be closed with staff set up to work from home. ● No Face to face parent meetings to be arranged ● Toilets will be for staff/pupils only not available to parents in order to minimize adults in school. ● Lunch hall will not be used with children eating lunch in their classrooms—each bubble allocated 	Low
	Medium		Low
	Medium		Low
	Medium		Low

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	Medium	<p>their own time for eating and for play with designated adults and cleaning materials.</p> <ul style="list-style-type: none"> • Tables thoroughly cleaned between bubbles. • 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. • Hot dinners provided by Whole School Meals from Term 3 2021 served in take away containers to • 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, cough, loss of taste and smell) • During national lockdown periods – no visitors to be allowed on site except for essential purposes such as police/social services etc. • 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. • TAs engaging in essential face to face work such as speech and language support will use portable Perspex screens or wear face visors. 	Low
	Medium		Low
	Medium		Low
	Medium		Low
	Medium		Low
	Medium		Low
	Medium		Low
	Medium		Low
	Medium		Low
	Medium		Low

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	Medium	<ul style="list-style-type: none"> 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. 	Low
	Medium	<p>Jungle Club:</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
<p>Where necessary, wear appropriate personal protective equipment (PPE)</p>	Medium	<ul style="list-style-type: none"> PPE available for all staff in each classroom. 	Low
	Medium	<ul style="list-style-type: none"> PPE also readily available in Isolation room as risks are heightened for staff. Staff asked to remain at least 2 meters distance from any child isolated with symptoms. 	Low
	Medium	<ul style="list-style-type: none"> Any pupils or staff removing face masks on arrival to school must follow our procedures for safety. <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</i></p>	low

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		<i>can take home with them. Pupils and staff must then wash their hands again before heading to their classroom.</i>	
Response to any infection			
Engage with the NHS Test & trace process	Medium	<ul style="list-style-type: none"> ● Track and Trace protocols shared with all staff and parents. ● Anyone who displays symptoms of coronavirus can and should get a test. 	Low
	Medium		Low
Manage confirmed cases of coronavirus (COVID-19) amongst the school community	Medium	<ul style="list-style-type: none"> ● 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. <u>The isolation room is located in the Headteacher's office.</u> ● PPE readily available ● Digital scanning thermometer purchased and available to use. 	Low
	Medium Medium		Low Low
Contain any outbreak by following local health protection team advice	Medium	<ul style="list-style-type: none"> ● Local Health Protection team notified if two or more cases arise in a 14 day period ● 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. 	Low
	Medium		Low
Section2: School Operations			
Wider public transport	Medium	<ul style="list-style-type: none"> ● Road Crossing Patrol supported by KCC training closed. Parents and children informed of the closure and alternative school entrance to be used. ● No school trips to be planned. 	Low
	Medium		Low

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	Medium	<ul style="list-style-type: none"> ● Use of minibus to transport pupil to specialist off-site provision: ● Set drivers and staff member identified to accompany pupil each day. All adults required to wear a mask at all times and be seated more the 2m distance from one another if this is possible. 	Low
	Medium		Low
Attendance	Medium	<ul style="list-style-type: none"> ● Only vulnerable children and the children of key workers are eligible to attend school. Everyone else must stay at home. ● 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. ● Clear communication through Risk Assessments and school letters to staff and families as needed. ● Pastoral support from Senior Leaders and FLO and inclusion support TA is available for families and staff requiring support. 	Low
	Medium		Low
	Medium		Low
	Medium		Low
Supporting staff	Medium	<ul style="list-style-type: none"> ● Governing Body (RGB) and senior leaders will regularly review staff well-being and workload ● Additional support from supervision , FLO and counselling services available should they be deemed necessary ● All new guidance disseminated to all staff 	Low
	Medium		Low
	Medium		Low
	Medium		Low

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		<ul style="list-style-type: none"> Weekly team briefings carried out online to allow for regular and ongoing feedback regarding key issues 	
Supply teachers and other temporary or peripatetic teachers	Medium	<ul style="list-style-type: none"> The majority of peripatetic teachers, volunteers and professional colleagues will not be allowed to work on site during the current full lockdown. This is with the exception of student social workers and trainee teachers who will only be allowed into school on a case by case basis in consultation with the university's own risk assessment. In order to minimize risk, volunteers will not work in school. 	Low
	Medium		Low
Expectation and deployment of ITT trainees	Medium	<ul style="list-style-type: none"> Risk assessment shared with Christchurch University and protocols shared with Social Work students through Induction process. Lead mentor to communicate regularly with Christ Church University and ensure agreed protocols are followed at all times. 	Low
	Medium		Low
Safeguarding	Medium	<ul style="list-style-type: none"> Full Safeguarding policy review conducted in September in line with government updates to "Keeping Children Safe in Education 2021" Safeguarding training for all staff from 1.9.2020 Safeguarding reviewed through Pastoral team All staff have access to and use My Concern 	Low
	Medium		Low
	Medium		Low
Educational visits	Medium	<ul style="list-style-type: none"> No educational visits to take place during the current national lockdown. 	Low

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School uniform	Low Medium Medium	<ul style="list-style-type: none"> ● All children will be in full school uniform ● Children will wear PE kits to school on the days that this subject is timetables. ● FLO support available for families in financial difficulties will continue 	Low Low Low
Extra-curricular provision	Medium Medium	<ul style="list-style-type: none"> ● Breakfast club and afterschool club to open for all pupils from September in line with government guidance. Jungle Club will also be available during holiday periods for key workers only. ● A separate updated risk assessment for Jungle Club has been completed. 	Low Low
Section3: Curriculum, behaviour and pastoral support			
Curriculum expectations	N/A Medium	<ul style="list-style-type: none"> ● Full curriculum to be taught from September 2020, learning from the experiences of pupils on phased return ● The government expect that for those pupils working from home remotely, the following expectations are rigorously applied: <p>Teachers should:</p> <ul style="list-style-type: none"> ● <i>set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects</i> ● <i>set work that is of equivalent length to the core teaching pupils would receive in school, and as a minimum:</i> ● <i>primary: 3 hours a day, on average, across the school cohort</i> ● <i>secondary: 4 hours a day, with more for pupils working towards formal qualifications this year</i> 	N/A Low

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		<ul style="list-style-type: none"> • <i>provide frequent, clear explanations of new content, delivered by a teacher or through high-quality curriculum resources or videos</i> • <i>have systems for checking, at least weekly, whether pupils are engaging with their work, and inform parents immediately where engagement is a concern</i> • <i>gauge how well pupils are progressing through the curriculum using questions and other suitable tasks, and provide feedback, at least weekly, using digitally facilitated or whole-class feedback where appropriate</i> • <i>enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding</i> <ul style="list-style-type: none"> ● Quality First Teaching principles embedded in every class ● Staff will draw on previous CPD on retrieval practice to “reawaken” learning. This can be used online as well as in school on a face to face basis. ● 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 of work completed in school 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. 	
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		when marking test papers) work should be left for 72 hours before being marked).	
Specific points for early years foundation stage (EYFS) to key stage 3		<ul style="list-style-type: none"> • 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. • The outside learning environment the outdoor area will be fully utilized to support children’s holistic development. • Working with families and carers will continue with appropriate protocols and risk assessments in place. 	
Pupil well-being and support		<ul style="list-style-type: none"> • Staff to draw on previous CPD and nurture training to support well-being of pupils. Pastoral team to provide support as needed. • SEND policy reviewed in line with guidance 	
Behaviour expectations	Medium Medium	<ul style="list-style-type: none"> • Fully in line with agreed Behaviour for Learning Policy and newly amended home-school agreement. • Reflection room and work rooms will be unable to run in their current format due to bubble structure. 	Low Low
Section 4 : Assessment & accountability			
Assessment	N/A	<ul style="list-style-type: none"> • All statutory national assessments are now not 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. • KS1 & 2 SATs, Year 1 and 2 Phonics check, Year 4 Multiplication Check and Assessment of Year R pupils Early Learning Goals are unlikely to continue • The New Early Years baseline has been cancelled this year. 	N/A

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		<ul style="list-style-type: none"> • A senior member of teaching staff has been appointed to lead catchup provision across the school and will coordinate home learning support alongside the deputy headteacher. 	
Section 5: Contingency planning			
<p>Process in the event of local outbreaks / National Lockdown</p>		<ul style="list-style-type: none"> • Parents informed of school closure through the website, email, social media and text message communications • Staff informed through our communication text system and email. • 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 if school is ever closed • Individual shared year group email address setup to support families experiencing difficulties with home learning during the period of closure. • Remote access to pastoral services and support available with welfare calls provided by class teachers/ SENCO / FLO / Inclusion support TA. • Vulnerable families supported through the provision of supermarket vouchers (full lockdown) Isolation food boxes (isolated closure) responding to government and KCC advice as necessary. 	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>