

Risk Assessment – Re-opening School in Coronavirus Period

St. Lawrence CE Primary School, Church Stretton

27th May 2020

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Overall risk
<p>Catching or spreading Coronavirus – general considerations</p>	<p>Staff, pupils, parents, carers, guardians, governors and other visitors including contractors to the school site.</p> <p>Contracting or spreading Covid-19.</p>	<ul style="list-style-type: none"> • Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges. • Where practicable keeping a social distance of 2 metres. • Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. • Posters in bathroom and adult supervision for youngest children. Training on hand washing for all children + daily reminders. • Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. • Cleaning frequently touched surfaces often using standard products, such as detergents and bleach. • Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times). • Review fire safety arrangements including emergency evacuation routes to maintain social distancing where practicable. • All planned activities in EYFS will be risk assessed in light of coronavirus, in conjunction with relevant staff where applicable and due consideration given to how usual practice may need to be adapted. • Recommendation that staff wash clothes before mixing with family following a day in a childcare setting/school. • Ensure that emergency contacts are updated in advance of wider opening and consider where these may need to change, for example if previous emergency contacts are in a shielded group. • Ensure parents/carers understand their role and will be available to immediately collect their child in the event of illness if necessary. 	<p>See plan for school written on 18/05/20.</p>	<p>All staff. Headteacher and two deputy headteachers to supervise.</p>	<p>1st June 2020</p>	<p>MEDIUM</p>

<p>Maintaining social distancing at school</p>	<p>Staff, pupils, parents, carers, guardians, governors and other visitors including contractors to the school site.</p>	<ul style="list-style-type: none"> • Organise small class groups, as described in the 'class or group sizes'. • Organise classrooms and other learning environments, maintaining space between seats and desks where possible. • Office space - try to minimise or prevent hot desking – designate separate spaces where practicable. • Refresh the timetable: <ul style="list-style-type: none"> ○ decide which lessons or activities will be delivered ○ consider which lessons or classroom activities could take place outdoors ○ use the timetable and selection of classroom or other learning environment to reduce movement around the school or building ○ no assemblies ○ stagger break times (including lunch) and have separate outside play zones ○ lunch to be eaten in class or outdoors ○ stagger drop-off and collection times ○ plan parents' drop-off and pick-up protocols that minimise adult to adult contact ○ consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously • consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible. Read the Coronavirus (COVID-19): safer travel guidance for passengers • Reduced contact between parents/carers when dropping off and picking up their children, by limiting drop off and pick up to one parent/carer per family and staggering timings. • Parents/carers are not allowed into the setting unless this is essential, and arrange for children to be collected at the door if this is possible. 	<p>See plan for school written on 18/05/20.</p>	<p>All staff. Headteacher and two deputy headteachers to supervise.</p>	<p>1st June 2020</p>	<p>MEDIUM</p>
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<p>Reduce mixing within school</p>	<p>Staff, pupils, parents, carers, guardians, governors and other visitors including contractors to the school site.</p> <p>Contracting or spreading Covid-19.</p>	<ul style="list-style-type: none"> • Accessing rooms directly from outside where possible • Considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors • Staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time • Staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group session. Children to have their lunch in their classrooms • Ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time • Some children and young people will need additional support to follow these measures (for example social stories to support autistic pupils in understanding the rules) • Keeping windows open as far as possible to ensure ventilation • Use of outdoor areas as much as possible. • Limit external visitors to the setting and ensure they only come into the building when strictly necessary • Keeping group sizes as small as possible and in line with government and LA guidance. • As far as possible, the same members of staff will be assigned to each group and these should stay the same during the day and on subsequent days. <p>Use outside space:</p> <ul style="list-style-type: none"> • For exercise and breaks • For outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff • Outdoor equipment must be appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings <p>For shared rooms:</p> <ul style="list-style-type: none"> • Use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. 	<p>See plan for school written on 18/05/20.</p>	<p>All staff. Headteacher and two deputy headteachers to supervise.</p>	<p>1st June 2020</p>	<p>MEDIUM</p>
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- If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups is in place, following the [COVID-19: cleaning of non-healthcare settings guidance](#)
- Stagger the use of staff rooms and offices to limit occupancy
- Communicate a policy on bringing items and toys from home. This should only be done if absolutely essential and, where this is the case, items should be appropriately cleaned on arrival.

Reduce the use of shared resources:

- By limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff
- By seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently
- Children to have packs of stationary labelled with their name on. Tubs of resources for individuals if needed – e.g. maths cubes, etc.
- Practical lessons can go ahead if equipment can be cleaned thoroughly.
- Remove unnecessary items from learning environments where there is space to store them elsewhere.
- Remove all soft toys, and any toys that are hard to clean, such as those with intricate parts.
- Removal of soft furnishings, for example pillows, bean bags and rugs.
- Ensure all items that are laundered within the setting, for example towels, flannels and bedding, are washed in line with guidance.
- Malleable resources, such as play dough, will not be shared between groups
- Sand pits cannot be thoroughly cleaned between uses, they will not be used at this time.

N.B. Seek further advice from CLEAPSS for practical lessons, guidance documents GL344 for further advice on D&T (including food Tech) in a partially re-opened school.

<p>Managing Customers, Contractors and visitors</p>	<p>Staff, pupils, parents, carers, guardians, governors and other visitors including contractors to the school site.</p> <p>Contracting or spreading Covid-19.</p>	<p>Contractors</p> <ul style="list-style-type: none"> • Encouraging visits via remote connection/working where this is an option. • Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival. • Limiting the number of visitors at any one time. • Limiting visitor times to a specific time window and restricting access to required visitors only. • Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night. • Maintaining a record of all visitors, if this is practical. • Revising visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in receptions. <p>Customers and Visitors-</p> <ul style="list-style-type: none"> • Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email. • Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors. • Reviewing entry and exit routes for visitors and contractors to minimise contact with other people. 	<p>See plan for school written on 18/05/20.</p> <p>Additional measures to be taken to ensure hygienic means of signing in.</p> <p>Clear signage for visitors needs to be displayed.</p>	<p>All staff. Headteacher and two deputy headteachers to supervise.</p>	<p>1st June 2020</p>	<p>MEDIUM</p>
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<p>Managing visitors, contractors and other professionals</p>	<p>Staff, pupils, parents, carers, guardians, governors and other visitors including contractors to the school site.</p> <p>Contracting or spreading Covid-19.</p>	<p>Contractors</p> <ul style="list-style-type: none"> • Encouraging visits via remote connection/working where this is an option. • Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival. • Limiting the number of visitors at any one time. • Limiting visitor times to a specific time window and restricting access to required visitors only. • Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night. • Maintaining a record of all visitors, if this is practical. • Revising visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in receptions. <p>Customers and Visitors-</p> <ul style="list-style-type: none"> • Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email. • Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors. • Reviewing entry and exit routes for visitors and contractors to minimise contact with other people. 	<p>See plan for school written on 18/05/20.</p>	<p>All staff. Headteacher and two deputy headteachers to supervise.</p>	<p>1st June 2020</p>	<p>MEDIUM</p>
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<p>Workplace and furniture contamination</p>	<p>Staff, pupils, parents, carers, guardians, governors and other visitors including contractors to the school site.</p> <p>Contracting or spreading Covid-19.</p>	<p>Classroom and Corridor Furniture</p> <ul style="list-style-type: none"> • Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere • Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts). • Limit or restrict use of high-touch items and equipment, for example, printers or whiteboards. • Cordon off areas not to be used (e.g. library). <p>Hygiene: handwashing, sanitation facilities and toilets</p> <ul style="list-style-type: none"> • Using signs and posters to maintain personal hygiene standards and build awareness of good handwashing technique, the need to increase handwashing frequency • Ensure that all adults and children: <ul style="list-style-type: none"> ○ frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning ○ clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing ○ are encouraged not to touch their mouth, eyes and nose ○ use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments • Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible. • Enhancing cleaning for busy areas. • Providing more waste facilities and more frequent rubbish collection. • Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities. • Follow the COVID-19: cleaning of non-healthcare settings guidance • Clean surfaces that staff, children and young people are touching, such as toys, books, desks, chairs, doors, handles, sinks, toilets, light switches, bannisters, more regularly than normal • Ensure that help is available for children and young people who have trouble cleaning their hands independently 	<p>See plan for school written on 18/05/20.</p> <p>Swimming will not be taking place so showering is not an issue. Children will change for PE in their own classrooms – no other rooms will be used. If Y6s need privacy – girls/boys should be split by taking one sex/gender outside whilst other changes.</p>	<p>All staff. Headteacher and two deputy headteachers to supervise.</p>	<p>1st June 2020</p>	<p>MEDIUM</p>
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		<ul style="list-style-type: none"> • Consider how to encourage young children to learn and practise these habits through games, songs and repetition • Ensure that bins for tissues are emptied regularly • Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units • Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation • Use your local suppliers for proportionate supplies of soap, anti-bacterial gel and cleaning products if needed there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting. • Pupils should wash hands before drinking from water bottles. <p>Changing rooms and showers</p> <ul style="list-style-type: none"> • Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and social distancing is achieved as much as possible. • Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day. <p>Handling goods, merchandise and other materials, and onsite vehicles if appropriate.</p> <ul style="list-style-type: none"> • Cleaning procedures for goods and merchandise entering the school site. • Cleaning procedures for vehicles if appropriate e.g. minibuses, lawn mowers. <p>Social distancing will be a problem in vehicles. Only one person to use at a time and vehicle cleaned thoroughly before and after each use.</p> <p>Limiting transmission of infection between childcare facilities:</p> <ul style="list-style-type: none"> • To minimise contact between groups of children and staff, children should attend just one setting wherever possible • Parents and carers should be encouraged to minimise as far as possible the number of education and childcare settings their child attends. 				
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		<ul style="list-style-type: none">• If demand for places in Nursery is higher than the setting's capacity when measures to allow physical distancing between groups are in place, it may be necessary to have a temporary cap on numbers of children attending the setting.• The Nursery will prioritise vulnerable children and children of critical workers, then 3 and 4 year olds (in particular those who will be transitioning to reception in September) followed by younger age groups.				
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<p>Use of Personal protective equipment (PPE) in school settings against COVID -19</p>	<p>Staff, pupils, parents, carers, guardians, governors and other visitors including contractors to the school site.</p> <p>Contracting or spreading Covid-19.</p>	<ul style="list-style-type: none"> ○ Wearing a face covering or face mask in schools or other education settings is not recommended. ○ Schools and other education or childcare settings should not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. ○ Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. ○ The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including: <ul style="list-style-type: none"> ○ When children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way; ○ when a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. <p>Recommendation that staff change and wash clothes before mixing with family following a day in a childcare setting/school.</p> <p>Education, childcare and children’s social care settings and providers should use their local supply chains to obtain PPE.</p>	<p>See plan for school written on 18/05/20.</p>	<p>All staff. Headteacher and two deputy headteachers to supervise.</p>	<p>1st June 2020</p>	<p>MEDIUM</p>
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Catering facilities	<p>Staff, pupils, parents, carers, guardians, governors and other visitors including contractors to the school site.</p> <p>Contracting or spreading Covid-19.</p>	<ul style="list-style-type: none"> • Consult with the catering company if separate from school staff, see what they are able to provide. • Practicality of providing food for pupils and staff? • Can social distancing be achieved in the kitchen • Will separate sittings be viable for reduced numbers? • Is additional time needed to clean areas between sittings? • Use disposable plates, cups and cutlery? • Clear procedures for maintaining stringent cleaning processes for food preparation areas, dining areas and table coverings in Nursery and YR. 	<p>See plan for school written on 18/05/20.</p> <p>Lunch arrangements have been made with Shire Services/School Cook. This took place on 1st June 2020.</p>	<p>All staff. Headteacher and two deputy headteachers to supervise.</p>	<p>1st June 2020</p>	<p>MEDIUM</p>
First Aid		<ul style="list-style-type: none"> • First aiders need additional support and training in use of additional PPE if close contact with a patient is require e.g. changes to EAV/CPR due to Covid 19. • PEEPS (Personal Emergency Evacuation Plan) – may need reviewing for disabled people/people with assistance dogs/use of lifts due to changes in social distancing or evacuation routes. • Additional measures may be required\implemented in view of staff shortages. 	<p>See plan for school written on 18/05/20.</p>	<p>All staff. Headteacher and two deputy headteachers to supervise.</p>	<p>1st June 2020</p>	<p>MEDIUM</p>
Accidents/ incidents		<ul style="list-style-type: none"> • Normal reporting to various parties e.g. Reporting to Governors / Trustees / Local Authority. • Reporting of COVID-19 cases to Health & Safety Team. (RIDROR 2013 requirements for HSE reporting). • Consider looking at high risk activities to minimise the potential for accidents and the need for staff to assist children. 	<p>See plan for school written on 18/05/20.</p>	<p>All staff. Headteacher and two deputy headteachers to supervise.</p>	<p>1st June 2020</p>	<p>MEDIUM</p>

Emotional distress of the staff - including anxiety	Staff and pupils	<ul style="list-style-type: none"> • At least one SLT member of staff on site every day for staff to share concerns with. • Staff to be including with the decision making and risk assessments. • Review staff work and rest rooms to ensure social distancing can be adhered to. • Have details of counselling available. • Pupils to be supported by staff. • Look at ways of being able to support a child if in need of comfort. • SEN pupils - review assessments to be able to further assist pupils who will not understand the changes. 	See plan for school written on 18/05/20.	All staff. Headteacher and two deputy headteachers to supervise. SENCO	1 st June 2020	MEDIUM
Emotional distress of the pupils						

<p>Transport arrangements</p>	<p>Parents, carers, staff and pupils.</p>	<p>Staff, parents and children:</p> <ul style="list-style-type: none"> • Encouraging parents and children and young people to walk or cycle to their education setting where possible. • Making sure schools, parents and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel. • Ensuring that transport arrangements cater for any changes to start and finish times. • Making sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus • Making sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers. • Taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts. • Social distancing will be a problem in vehicles. Consider only one person to use at a time and vehicle cleaned thoroughly before and after each use. <p>local authorities or transport providers could consider the following:</p> <ul style="list-style-type: none"> ○ guidance or training for school transport colleagues ○ substituting smaller vehicles with larger ones, or running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers ○ cordoning off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out <ul style="list-style-type: none"> • communicating revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times) 	<p>These risks need to be managed by transports providers, parents and carers. School staff need to be vigilant and report and concerns to the headteacher.</p> <p>Parents to be advised to transport their children to school without using public transport or transport providers wherever possible.</p> <p>One pupil will be transported by taxi from Shrewsbury daily.</p> <p>Staff to be told not to share vehicles.</p>	<p>Parent, carers and transport providers.</p>	<p>1st June 2020</p>	<p>HIGH</p> <p>Cannot be easily managed by school staff.</p>
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Use of car park for cars, and other forms of transport	All drivers	<ul style="list-style-type: none"> • Car parking/spacing of cars for staff • Staggered arrival times? • Use of bikes revise the siting of bikes and again stagger times of arrival and maybe dedicate different area to secure bikes? 	Large car park to be used and managed to enable distancing. Staff to arrive at staggered times or use judgement to keep apart.	All staff. Headteacher and two deputy headteachers to supervise. Caretaker to manage car park.	1 st June 2020	MEDIUM
When schools reopen other areas will need consideration: building related hazards, fire safety management, building evacuation, equipment checks, Legionella etc.		<p>A separate risk assessment for premises/building related issues for inspections, maintenance checks etc. See Appendix A.</p> <p>Fire Risk Assessment will need reviewing in light of the control measures implemented due to staff shortage, alterations of evacuation routes, different exits used to maintain social distancing.</p>	Local Authority to provide. Fire practice to take place weekly to ensure additional returning pupils and staff know the new routine.	All staff. Headteacher and two deputy headteachers to supervise. Caretaker	1 st June 2020	MEDIUM

Safe Systems of Work

All staff to be given sufficient information\training to be able to work safely and where practicable maintain the 2m distancing protocol.

- Additional measures will be necessary if dealing with shielded and clinically vulnerable children - see [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#) for more advice.
- For clinically vulnerable adults see [Staying at home and away from others \(social distancing\) guidance](#)
- Continue monitoring and reviewing risk assessments and other health and safety advice for children, young people and staff in light of recent government advice, identifying protective measures (such as the things listed above).

- Ensure that all health and safety compliance checks e.g. premise, safety and security systems have been undertaken before opening and sufficient staff are available to undertake these tasks.
- All building equipment is deemed safe to use and has received appropriate checks by competent persons. Including all fire safety related equipment (emergency lights, fire detection equipment, fire extinguishers etc.) passenger lifts, etc.
- Site staff to manage the risk from legionella on site before schools open and then continue the test regimes.
- Lone working in parts of the building is managed – use of radios and regular check in etc. No higher risk activities e.g. work at height to be undertaken unless necessary.

Communication to all parties is essential:

- Tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the [COVID-19: guidance for households with possible coronavirus infection](#)).
- Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend.
- Tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use).
- Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).
- Think about engaging parents and children in education resources such as [e-bug](#) and [PHE schools resources](#).
- Ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the [Coronavirus \(COVID-19\): safer travel guidance for passengers](#).
- Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful.
- Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers.
- Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this.

All governors and members of staff will be emailed this risk assessment and the school plan written on 18/05/20 and included as Appendix B. They will be asked to confirm that they have read the documents. On 1st June when staff return training will take place to ensure everyone is prepared to reopen to pupils on 2nd June and that all risks have been addressed as far as is possible.

Appendix A

The following checklist has been prepared by Shropshire L.A. to guide site managers and caretakers. It is aimed at identifying actions that need to be taken to make the building and site safe. Within the checklist are items that have statutory duties attached such as examination, inspection, maintenance, servicing and testing. All of these will have been managed before the lockdown and should have been continued even though buildings have been closed or partially open.

It is essential that compliance is achieved before reoccupation.

Each building should have an identified person responsible for site management.

Building / Infrastructure / Systems	Action	Checked	Comments / Defects / Damage
Site: <ul style="list-style-type: none">• Perimeter fencing, hedges, gates etc.• Trees• Waste storage areas and waste bins	<ul style="list-style-type: none">• Boundary integrity• Risk assessments up-to-date; no damage• Secure – waste collection still occurring		
Building: <ul style="list-style-type: none">• Roof (inc. chimneys)• Facias, gutters, downpipes• Walls• Windows• Exterior doors• Door canopies• Paths• Roads, car park, gates / barriers	<ul style="list-style-type: none">• Defects or damage• Doors opening properly with no restrictions• No defects or damage; in working order• Slip or trip hazards (uneven, holes etc.)		
Interior: <ul style="list-style-type: none">• Ceilings• Walls	<ul style="list-style-type: none">• No defects or damage likely to affect building users• Fire Doors checked for fit and opening		

<ul style="list-style-type: none"> • Doors – final exits open (fire, emergency) • Fire doors (close and fit as intended) • Stairs / steps / ramps • Handrails • Floors (floor coverings) 	<ul style="list-style-type: none"> • No slip or trip hazards 		
<p>Infrastructure:</p> <ul style="list-style-type: none"> • Gas (turned on, no leaks) • Electricity (CB / RCD checks, sockets) • Water system • Heating (boiler etc.) • Ventilation • Kitchens • Toilets / showers • Swimming pools / hydrotherapy pools 	<ul style="list-style-type: none"> • Gas supply confirmed; no smell of gas on entering building / room • Check circuit breakers to see if any have tripped; Operate RCD(s) to confirm operation; inspect sockets for damage / overload • Ensure supply; check for leaks; Legionella controls (see below) • Boiler operational (heating and hot water) – maintenance and servicing carried out according to schedule • Check system operation; change filters • Check all equipment; inspect kitchen and food storage areas for insects / vermin; dispose of food past sell-by date; enhanced cleaning • Enhanced cleaning; legionella controls • Cleaning regime • Follow PWTAG guidance 		
<p>Systems:</p> <ul style="list-style-type: none"> • Fire detection and alarm (see below) • Emergency lighting (see below) 	<ul style="list-style-type: none"> • All detectors, call points and detectors operational; weekly testing performed 		

<ul style="list-style-type: none"> • Security • Communications - telephony • IT – WiFi • Pressure systems 	<ul style="list-style-type: none"> • Battery test to check e-lighting operational • Alarm system working • Phone lines operational • WiFi working • Statutory examination, maintenance and servicing undertaken according to schedules 		
<p>Equipment:</p> <ul style="list-style-type: none"> • IT – computers, monitors etc. • OHP / Whiteboards • Fire extinguishers • Access equipment / ladders • Kitchen equipment – kettles, microwaves etc. • Lifts (see below) / lifting equipment 	<ul style="list-style-type: none"> • All IT equipment operational and without faults • Equipment in good working order • Serviced annually • Visual inspections for damage / defects • Visual inspections; PAT tests if required • Statutory examination, maintenance and testing completed according to schedule 		
<p>Maintenance, testing and servicing:</p> <ul style="list-style-type: none"> • Gas safe certificate • EIRC (Fixed wiring) and PAT (electricity) • Water (temperature, flushing, cleaning, disinfecting etc.) – see below 	<ul style="list-style-type: none"> • Gas safe certificate within date • EIRC within date; PA tests completed according to schedule • Legionella controls undertaken according to schedule. NB. If controls have not been performed during lockdown a separate procedure must be followed before reopening/ reoccupation. Check with Tim Othen in this cae. 		

<p>Other Areas:</p> <ul style="list-style-type: none"> Science and D&T departments need to be checked by experienced staff and follow CLEAPSS Guidance 	<ul style="list-style-type: none"> Seek further advice from CLEAPSS for practical lessons guidance documents GL344 for further advice on D&T (including food Tech) or GL345 guidance for science departments in a partially re-opened school. 		

Appendix B

St Lawrence CE Primary School, Church Stretton

Re-opening Plan (June 2020)

Following the government's announcement that schools should reopen on 1st June to Nursery, Reception, Year 1 and Year 6 pupils, this plan has been written and will be implemented so that the children and members of staff at St Lawrence's can learn and play safely. These arrangements have been drawn up following a robust risk assessment process and have been approved by the school's Senior Leadership Team and governors. The plan and the school's risk assessment will need the approval of the Local Authority before the school does re-open. Confirmation from the government that it is safe for pupils to return to school will also be needed before this plan is implemented.

We will reopen to all Nursery, Reception, Year 1 and Year 6 pupils on **Tuesday 2nd June 2020** following a crucial day of preparation involving all available staff on Monday 1st June.

We recognise that some parents have concerns about children returning to school and that for some children another change will be unsettling. We also understand that the past weeks will have been challenging for many families.

We will respect the decision of those parents who choose not to send their children to school when we re-open on Tuesday 2nd June. Children who are not in school will continue to be set activities to undertake at home, mirroring (where possible) what is taking place in school. Any Nursery, Reception, Y1 and Y6 pupils not sent back to school on 2nd June, will be welcome to join us at any point later in the term, but we ask for 48 hours notice of this occurring.

Currently, there is no plan for pupils in Y2, Y3, Y4 and Y5 to return to St Lawrence's this term (except for those of keyworkers and those who are most vulnerable). Pupils in Y2 to Y5 will continue to be supported as they are currently, but parents need to be mindful that teachers will be working each day at school and will not have as much capacity to communicate as often as they have been doing. Indeed, we will be making more use of those staff members who cannot be in school, to make phone calls and respond to tasks on Seesaw/EEAT.

Maintaining a Safe Environment

The following preventative measures will be put in place from 2nd June in order to minimise the spread of infection at our school, as advised by the government:

- Displaying coronavirus infection control measures information posters around the school;
- Encouraging good hygiene by promoting the importance of handwashing for at least 20 seconds with water and soap in the following circumstances:
 - Before leaving home
 - On arrival at school
 - After using the toilet
 - After outdoor breaks
 - Before and after food preparation
 - Before and after eating any food, including snacks
 - Before leaving the setting
- Installing alcohol-based hand sanitiser dispensers that contain at least 60 percent alcohol throughout the setting;
- Being outdoors as much as possible where the virus has less stamina;
- Encouraging staff and children to cover their cough or sneeze with a tissue, then put the tissue in a bin OR cough/sneeze into their elbow. Pedal bins will be in all classrooms;
- Ensuring frequently touched objects and surfaces are cleaned and disinfected more regularly than usual;
- Calling NHS 111 if someone becomes unwell, isolating any unwell people in a separate room and providing a separate toilet, where possible;
- Insisting that staff and pupils stay at home for 7 days and be tested if they develop clear signs of coronavirus and members of their households to isolate for 14 days;
- Not allowing bags to be brought into the building (other than a plastic bag containing P.E. kit on Monday to be taken home on Friday) or other items from home;
- Ensuring sun hats and water bottles are brought in and taken home daily;
- Providing all equipment, resources etc. with children given individual items of stationery that only they will use to be kept in a pencil case which school will provide;
- Giving each class a set of playground equipment to use;

- Allowing classes of pupils to use outdoor climbing frames on a weekly rota basis only;
- Using PPE when intimate care and first aid is given (PPE to be provided by Local Authority);
- Preventing assemblies or any other activity in which classes of pupils could mix to occur;
- Creating one way systems of walking along corridors;
- Removing all toys, games, pieces of furniture etc. that cannot be wiped from use;
- Limiting the number of children that enter communal toilets at any time and preventing those from different groups going at the same time;
- Asking parents/carers to put 24-hour sun-cream on pupils before coming to school.

Parents/carers will be asked to encourage good infection control practices, such as thorough handwashing at home and keeping children informed about the things they can do to discourage the spread of infection. It is essential that social distancing is continued at home by pupils and their family members, to avoid the virus being brought into the school and spread amongst other pupils and staff.

As per the current NHS and government advice, children must be kept at home, if they develop coronavirus symptoms, for a period of 7 days and members of that household for 14 days. Symptoms include a high temperature, a new, continuous cough and loss of sense of smell/taste. Where symptoms continue after 7 days, or begin to worsen, parents/carers should call 111. If someone in a child's household has symptoms, the child must self-isolate for 14 days from the day that the other person's symptoms started. This is because it can take 14 days for symptoms to appear. More information regarding symptoms and actions can be found on the NHS website (<https://www.nhs.uk/conditions/coronavirus-covid-19/>).

If parents/carers think a child may have been exposed to, or has, coronavirus, they must contact the school at the earliest opportunity.

N.B. Coronavirus testing is now available to all those aged 5 years and over and we encourage parents/carers to get their children tested whenever any mild symptoms are evident. If a case is confirmed, the school will take advice from Public Health and may require a whole class group to go into 14 day isolation.

Arrangements for the Start and End of the School Day

The beginning and end of the day are the busiest times for children and adults congregating together in one place and maintaining safe distances within normal arrangements can be a challenge. We have implemented the following measures for when we return:

- A clearly marked, one-way system of entry and exit onto the school site. Parents will not be allowed to enter the building. Entry will be through the large gates by the car park with both other gates available for exiting;
- Limit of only one adult with their child/children onto the site;
- Staggered drop off (from 8:45am) and pick up times (from 2:30pm) for pupils. These times will be set by the school;
- **A finish of 12:00 midday on Friday** for all pupils to allow for the school site to be thoroughly cleaned and teachers to have PPA (avoids a cover teacher taking the class);
- Parents/carers of Nursery and Reception pupils to either wait in cars or stand on the car park at a 2m distance from other parents at the end of the school day at their allocated time;
- Parents/carers of Y1, Y6 and other pupils to stand on the playground, 2m apart, at the end of the school day at their allocated time.

Lunchtime Arrangements

Children can bring in a packed lunch or order a meal from the school kitchen. Shire Services will be serving cooked meals. Meals will be eaten in class bases (or outside), not in the school hall. A member of staff will inform the school cook of meals required and then collect meals at a set time on a trolley from the kitchen. The trolley of used plates and cutlery will be returned by a member of staff to the kitchen after meals have been eaten. A short outdoor break will also occur with the children in the same socially distanced zones and groups as they were for staggered morning break. Free School Meals will be provided for eligible pupils and food boxes delivered to the families of those FSM pupils who are at home. (This section was updated on 2nd June 2020).

Class Organisation

To minimise the number of children and staff mixing together, children will remain in their own classrooms with the same members of staff all week. There will be plenty of opportunities for outdoor learning too, but this will be away from other classes. Pupils within their class groups will be kept 2 metres apart if possible, but given that children naturally play and learn through physical interaction (especially in Year 1, Reception and Nursery) it will not be realistic to implement social distancing (other than with other groups).

Children will, on the whole, be taught by their usual teachers, unless one of them is unable to be at work. Class groups will not exceed 15 pupils at any time. The following teachers and teaching assistants will be covering the classes:

Nursery: Lorna, Emma and Sian

Fox Class (YR): Miss Cottle and Mrs Bollom
Owl Class (Y1/2): Mrs Morgan, Mr Reynolds and Mrs Powell
Hedgehog Class (Y1/2): Miss Neal, Mrs Solomons and Mrs Blackwell
Bat Class (Y1/2): Mrs Pryce, Mrs Bentley, Mrs Clilverd and Mrs Fraser
Oak Class (Y6/5): Mr McKeon, Mrs Davies and Mrs Pepper
Birch Class (Y6/5): Mr Williams, Mrs Connacher and Mr Morris
Pine Class (Y6/5): Miss Watkin, Mrs Williams and Mr Morris

Any Year 3/4 pupils in school will be taught by Miss Fairbanks and Mr Reynolds.

N.B. Pupils in Y2, Y3, Y4 and Y5 can only attend school if they are the children of keyworkers or are pupils who meet the school/government's description of vulnerable. Places for these pupils can only be arranged by emailing the headteacher (head@st-lawrenceprimary.co.uk) Y2 and Y5 pupils will be able to join their usual class group providing the total number does not exceed 15 pupils.

School uniform should be worn by all pupils (not Nursery) from 2nd June. If any pupil has outgrown clothing or has lost an item, then other items can be worn instead.

Pupils will be able to attend part-time but only after agreement has been sought from the headteacher and an individual timetable established. This timetable will then be fixed so that staffing ratios can be maintained.

Behaviour Management

The Local Authority will be advising on how schools should deal with any behaviour which is unsafe (e.g. a Y6 pupil deliberately breaking social distancing rules). An addendum to the school's Behaviour & Discipline Policy will be shared with parents and explained to pupils.

Support for Pupils and Families

We do not underestimate how difficult the recent weeks have been and the impact of the coronavirus pandemic. The school recognises the need to focus on children's emotional wellbeing. Staff will continue to prioritise the good mental health of those children at school and at home. Staff will continue to set activities for children at home and will still telephone families every two weeks or more often if required.

Our Pastoral Support Team will continue to be on hand to help families. Parents/carers should contact us if they need any help, support or guidance.

Parents may wish to seek support for themselves from the following support agencies:

- Samaritans – call free 24 hours a day on 116 123
- National Domestic Abuse Helpline – call for free and confidential advice, 24 hours a day on 0808 2000 247
- Shelter provide free confidential information, support and legal advice on all housing and homelessness issues if you call 0330 0536 083 (please note, this is not a free phone number and your call will be charged). A free webchat is available at https://england.shelter.org.uk/get_help/webchat

Alan Brannen (Headteacher) 18/05/20 and updated when necessary