



Benthal Primary School – Reopening to stated year groups

Risk Assessment Guidance for Parents/Carers

Section 1: Preparation for stated returning pupils prior to them arriving on 8 th and 15 th June 2020					
Parents/Carers		Information for Staff		Building/Premises	
Action		Action		Action	
<ul style="list-style-type: none"> Parents/carers to be contacted to ascertain how many pupils are likely to return 	✓	<ul style="list-style-type: none"> Feasibility of stated returning pupils to be written to establish which year groups will be able to return from the stated groups safely and with available members of staff, especially for EYFS pupils 	✓	<ul style="list-style-type: none"> Any soft furnishings in the medical room should be stored away in the cupboard 	✓
<ul style="list-style-type: none"> All returning pupils to be grouped into 'bubble' groups, basing this on the total cohort number 	✓	<ul style="list-style-type: none"> All staff to follow the hand washing guidance issued to ensure that pupils are washing hands throughout the day 	✓	<ul style="list-style-type: none"> Medical room bed, chairs cupboard and sink needs to be disinfected before use and then after every use. Medical room bed to be moved to Oak Classroom 	✓
<ul style="list-style-type: none"> Size of 'bubble' groups will be a maximum of 8 pupils (Nursery capped at 5) 	✓	<ul style="list-style-type: none"> Individual pupil resource pots to be prepared- this includes all resources and pots to be disinfected first before collating 	✓	<ul style="list-style-type: none"> All classrooms to be used by returning pupils to be deep cleaned 	✓
<ul style="list-style-type: none"> Guidance to parents/carers about drop off and pick up times and SD guidance 	✓	<ul style="list-style-type: none"> Removal of all soft toys from the EYFS classrooms (these need to be cleaned and then stored in the EYFS cupboard) 	✓	<ul style="list-style-type: none"> All door handles and push/pull areas need to be disinfected before pupil return 	✓
		<ul style="list-style-type: none"> All toys used in EYFS need to be disinfected before the opening of the classroom 	✓	<ul style="list-style-type: none"> All classes to have hand sanitiser and hand washing signs displayed as constant reminders 	✓
		<ul style="list-style-type: none"> Staggered drop off and pick up times, playtimes and lunch times including time eating in the lunch hall- timetables and 'bubble' groups to be shared and given to staff prior to return (include dates for weekly groups allowed in school) 	✓	<ul style="list-style-type: none"> In areas where more people are going to be for example all offices, kitchen hatch hand sanitiser available 	✓
		<ul style="list-style-type: none"> Feasibility of stated year groups to return safely and risk assessment to be shared with Benthal's Governing board, final decision made to establish which pupils will be allowed to return at an Emergency FGB meeting week beginning 18th May 2020 	✓	<ul style="list-style-type: none"> All sinks and taps in all pupil and staff toilets checked that hot water available- repair any broken taps 	✓
		<ul style="list-style-type: none"> Staff protocols to be issued along with Risk Assessment to all staff prior to phased return of stated pupils 	✓	<ul style="list-style-type: none"> All sinks in pupil and staff toilets to have soap available and topped up 	✓
		<ul style="list-style-type: none"> All staff informed that there are gloves, masks and aprons stored in the medical room and in the sensory room for use only when administering first aid, supporting with any 	✓	<ul style="list-style-type: none"> All furniture rearranged to accommodate 2 metre SD practices- unused furniture to be removed and stored in an unused classroom 	✓

		personal hygiene needs of pupils and if a pupil is displaying possible COVID-19 symptoms and needs to be supervised. In addition these items to be used if a member of staff becomes unwell with possible COVID-19 symptoms while at work and the 'bubble' group needs supervision while waiting to be collected by their parents/carers.			
		<ul style="list-style-type: none"> All staff to be made aware that Benthall will only provide PPE for those stated uses only. Benthall will not provide PPE for staff use in general. Staff need to follow PPE in schools guidance 	✓	<ul style="list-style-type: none"> Removal of all soft furnishings from the classrooms to be used and LM office (these can be stored in classrooms not used) 	✓
				<ul style="list-style-type: none"> Lunch hall table seats to be taped off to ensure SD 	✓
				<ul style="list-style-type: none"> Tables to be put in front of the hatch to create further distance between kitchen staff and pupils 	✓
				<ul style="list-style-type: none"> Outdoor gym equipment where there is a double one section needs taping off to stop usage 	✓
				<ul style="list-style-type: none"> Two metre SD 'spots' to be down all corridors and in lunch hall (where the queue would be for the hatch) 	✓
				<ul style="list-style-type: none"> SD spots to be placed in the small hall 	(more ordered)
				<ul style="list-style-type: none"> Oak class to be designated as a "holding" room to be used when isolating any pupil displaying COVID-19 symptoms- adult supervision with pupil using gloves, mask and apron 	✓
				<ul style="list-style-type: none"> Sensory room to be cleared, disinfected and then second store of PPE to be kept for access to PPE for supervising adult 	✓
				<ul style="list-style-type: none"> Pedal bins to be ordered and placed in all bubbles and other shared areas, 'open' bins to be removed 	(not arrived yet)
				<ul style="list-style-type: none"> Water fountains to be switched off 	✓
				<ul style="list-style-type: none"> First Aid Kits and Cleaning Kits to be placed in all bubble groups 	✓
				<ul style="list-style-type: none"> Disinfectant wipes to be placed by photocopiers and telephones to be used after use 	✓

Section 2: Implementing school guidance/protocols whilst stated pupils return- these will be ongoing

Parents/Carers	Information for Staff	Building/Premises
Action	Action	Action
<ul style="list-style-type: none"> No parents/carers allowed to come into the school playground or remain on school premises after drop off or pick up 	<ul style="list-style-type: none"> Size of 'bubble' groups will a maximum of 8 pupils 	<ul style="list-style-type: none"> Pupil tables/chairs to be wiped down with disinfectant throughout the day. In addition, the cleaning team will thoroughly disinfect the tables and chairs at the end of the day and door handles and push/pull areas on doors on a daily basis.
<ul style="list-style-type: none"> Drop off - Year 6 to use playground 	<ul style="list-style-type: none"> Bubble' pupils and staff not to mix with other 'Bubble' 	<ul style="list-style-type: none"> Each pupil will have their own set of resources to use throughout

<p>entrance and parents/carers to queue practicing 2 m SD along the pavement- at Pick up parents/carers to queue practicing 2m SD waiting on the pavement for their child to be sent to the gate by the teacher</p>	<p>groups at any time throughout the day this includes staff breaks.</p>	<p>the day, no sharing of resources, including reading books/newspapers for children. (for younger children this will be challenging, staff with younger children to provide individual resources as much as possible)</p>
<ul style="list-style-type: none"> Two different entrances to be used on to school premises- Year 6 to use Rendelsham Road at staggered time (if a Year 6 pupil is attending Breakfast Club or Play centre they will go from the hall to their bubble classroom and not go outside) 	<ul style="list-style-type: none"> All staff to follow the hand washing guidance to ensure that pupils are washing hands throughout the day 	<ul style="list-style-type: none"> Each 'bubble' group will have their own resources these need to be kept separate for each timetabled weekly group
<ul style="list-style-type: none"> If parents/carers are dropping off or picking up from the courtyard area at the front of the school, including school office front entrance area to do so and then immediately leave school premises. 	<ul style="list-style-type: none"> Hand sanitiser to be used EVERYTIME the pupil or staff member moves from the 'bubble' classroom on return, soap bars are also available to use when washing hands. 	<ul style="list-style-type: none"> All resources in pots cleaned at the end of the day by support staff.
<ul style="list-style-type: none"> The school office will remain closed for face-to-face visits, contact through phone or email, within opening hours(if very urgent then a member of the office team will be available with SD practices in place) 	<ul style="list-style-type: none"> 1-2-1 LSAs need to remain in the bubble where their child is, 2 m SD practices need to be adhered to at all times, this includes any brain breaks use outside playground areas instead of Learning Mentor's office- if poor weather use large/small hall for brain break activities. 	<ul style="list-style-type: none"> All reading books will need cleaning before another child uses them.
<ul style="list-style-type: none"> No parent/carer meetings to take place in offices- online facilities to be used 	<ul style="list-style-type: none"> 1-2-1 LSAs on duty need to remain with their child for the week, no mixing with other 1-2-1 pupils 	<ul style="list-style-type: none"> All laptops used by children need to be cleaned with disinfectant cloths before returning to the trolley
<ul style="list-style-type: none"> Inform parents/carers that their child will need own individual water bottle 	<ul style="list-style-type: none"> All 1-2-1 LSA brain break objects need to be disinfected after every use 	<ul style="list-style-type: none"> No more than one child to be in the ICT room to collect/return a laptop with a supervising adult.
	<ul style="list-style-type: none"> All 1-2-1 pupil resources need to remain in their bubble and should not be shared with other pupils eg ear defenders 	<ul style="list-style-type: none"> School cleaning team to be made aware of classrooms being used for 'bubble' groups and to thoroughly clean these classrooms as per service guidance- this includes all doors and pushing/pulling areas on doors to be cleaned with disinfectant on a daily basis around the whole school & Outside of the laptop cabinet to be cleaned with disinfectant daily at the end of the day
	<ul style="list-style-type: none"> 2 metre SD spots to be followed staff to support pupils to use the spots around corridors and the small and large hall 	<ul style="list-style-type: none"> No more than 2 people to meet in an office with 2 metre SD practices in place
	<ul style="list-style-type: none"> One pupil allowed to use the pupil toilets at a time- no gathering in toilets allowed 	<ul style="list-style-type: none"> Only 1 member of staff to be in the PPA room to use the photocopier at a time
	<ul style="list-style-type: none"> Playground rules for SD to be strictly adhered to 	<ul style="list-style-type: none"> Lunch Hall tables – kitchen team and staff on duty need to disinfect the lunch hall and used seats for every group sitting (this is in addition to the final clean at the end of lunch)

- SD practice strictly adhered to in all staff areas, including staff rooms, staff toilets, school kitchen, main school office , library and in classrooms

Section 3: Actions if a pupil begins displaying symptoms of COVID 19

Parents/Carers	Information for Staff	Building/Premises
Action	Action	Action
<ul style="list-style-type: none"> • Parents/carers of ill pupil to be contacted to collect child quickly 	<ul style="list-style-type: none"> • All staff and pupils within the 'bubble' group need to self-isolate for 14 days, unless the identified pupil results are negative then all can return once the results known 	<ul style="list-style-type: none"> • Pupil isolated immediately in Oak Class room (designated as a "holding area" this will be used for this only)
<ul style="list-style-type: none"> • Ill pupil to be tested (all members of the household can also get tested) and return once proved negative, parents/carers to be encouraged to share the result with the school to avoid unnecessary delay for well pupils and staff 	<ul style="list-style-type: none"> • No other staff apart from those in the 'bubble' group to supervise waiting pupils 	<ul style="list-style-type: none"> • Disabled toilet can be used if pupil needs the toilet, once used this toilet will be closed until it has been deep cleaned • Member of staff supervising to use gloves and mask, apron(boxes of these items are stored in the sensory room)
<ul style="list-style-type: none"> • Parents/carers of pupils in the same bubble to be contacted and collected immediately from the courtyard entrance 	<ul style="list-style-type: none"> • pupils within the 'bubble' group to leave the classroom together and remain within the courtyard until parents/carers are on site 	<ul style="list-style-type: none"> • Deep clean of classroom and resources used by the 'bubble' group closure of the classroom until cleared to enter
Parents/carers may wish to get their well child tested (all members of the household can also get tested)	<ul style="list-style-type: none"> • Any adult that has been in contact with the ill pupil or pupils of the 'bubble' group also need to self-isolate for 14 days, only to return if pupil's test results are negative 	<ul style="list-style-type: none"> • Deep Clean of Oak Class "holding area"
		<ul style="list-style-type: none"> • Cleaning team manager to be informed by SBM/office staff that this room is potentially hazardous and the cleaners will need knowledge of this and precautions taken as per their company guidance, before entering.

Section 4 : Actions if a member of staff begins displaying symptoms of COVID 19

Parents/Carers	Information for Staff	Building/Premises
Action	Action	Action
<ul style="list-style-type: none"> Parents/carers of pupils in the 'bubble' group to be contacted to be collected immediately from the courtyard entrance 	<ul style="list-style-type: none"> The staff member to immediately inform the SLT on duty for that day 	<ul style="list-style-type: none"> Deep clean of 'bubble' classroom and resources to be carried out, closure of the classroom until cleared to enter.
	<ul style="list-style-type: none"> The staff member to self-isolate immediately and leave the school premises with no further contact with pupils or other members of staff 	<ul style="list-style-type: none"> Disabled toilet can be used if staff member needs the toilet, once used this toilet will be closed until it has been deep cleaned
	<ul style="list-style-type: none"> Ill member of staff to follow guidance regarding testing for all key workers and follow this advice and return if negative 	
	<ul style="list-style-type: none"> All pupils and any other member of staff working in the same 'bubble' group as the ill staff member to all leave school premises and self-isolate for 14 days and only once the results are known as negative can return 	
	<ul style="list-style-type: none"> Any adult that has been in contact with the ill member of staff outside of the 'bubble' group also need to self-isolate for 14 days only to return if the result is negative 	
	<ul style="list-style-type: none"> Remaining staff within the 'bubble' group to supervise in the same classroom whilst waiting for pupils to be collected. All to leave the classroom together when parents/carers arrive and wait in the courtyard area 	
	<ul style="list-style-type: none"> If no remaining staff, a member of support staff to wear gloves and mask to supervise pupils whilst waiting for them to be collected (these items are stored in the medical and sensory room) 	

This Risk Assessment Guidance for Parents/Carers is kept under constant review. We reserve the right to change it where necessary and at short notice. This document is an Addendum to the Health & Safety Policy for Benthall Primary School.