



Benthal Primary School – Reopening to All Pupils in September 2020

UPDATED Risk Assessment Guidance for Parents/Carers

Section 1: Preparation for ALL returning pupils prior to them arriving on Monday 7th and Tuesday 8th September 2020					
Parents/Carers		Information for Staff		Building/Premises	
Action		Action		Action	
<ul style="list-style-type: none"> All returning pupils to be grouped into 'Year Group Bubble' groups 	✓	<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"> Any soft furnishings in the medical room should be stored away in the cupboard 	✓
<ul style="list-style-type: none"> Guidance to parents/carers about drop off and pick up times for each Year Group bubble and SD guidance given in July 	✓	<ul style="list-style-type: none"> Individual pupil resource zippy bags to be prepared- this includes all resources to be disinfected first before being collated 	✓	<ul style="list-style-type: none"> Medical room bed, chairs cupboard and sink needs to be disinfected before use and then after every use. 	✓
<ul style="list-style-type: none"> Parents/carers to share the letter from Ms Drew with their child/ren 	✓	<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 classrooms to be used by returning pupils to be deep cleaned 	✓
		<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 given to all staff 	✓	<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"> Staff protocols to be issued along with Risk Assessment to all staff prior to return of ALL pupils and discussed at the INSET on Friday 4th September 	✓	<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"> All staff informed that there are gloves, masks and aprons stored in the medical room and in the Cupboard in Oak Classroom use only when administering first aid, supporting with any personal hygiene/intimate care needs of pupils and if a pupil is displaying possible COVID-19 symptoms and needs to be supervised. 	✓	<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"> All staff to be made aware that Benthal will only provide PPE for those stated uses only. Benthal will not provide PPE for staff use in general. Staff need to follow PPE in schools guidance 	✓	<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"> All staff to be made aware that the Sensory Room will now be used as the holding area for any child displaying symptoms and needing to isolate. 	✓	<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 to be made aware that they need to continue to socially distance and keep 2m from other members of staff 	✓	<ul style="list-style-type: none"> All furniture rearranged in rows facing the board, children to sit in pairs (Year 2-6) In EYFS and Year 1 table groups of no more than 4 children to each group – spare furniture to be removed 	✓

				<ul style="list-style-type: none"> Lunch hall table signage for Year Group Bubbles to be printed and laminated and placed on lunch tables to indicate where to sit 	✓
				<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"> Two metre SD 'spots' to remain in corridors and in lunch hall (where the queue would be for the hatch) 	✓
				<ul style="list-style-type: none"> Sensory Room 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"> Cupboard in Oak Classroom to hold second store of PPE to be kept for access to PPE for supervising adult 	✓
				<ul style="list-style-type: none"> Lidded pedal bins to be placed in all classrooms and other shared areas, 'open' bins to be removed 	✓
				<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 each classroom 	✓
				<ul style="list-style-type: none"> Disinfectant wipes to be placed by photocopiers and telephones to be used after use, this includes laptops and the trolley 	✓

Section 2: Implementing school guidance/protocols whilst ALL 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"> Bubbles will be Year Group bubbles 	<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"> Two different entrances to be used on to school premises- Rendelsham Road for Year 2,4,5 & 6 and the courtyard entrance for Year 1 & 3 and Reception & Nursery (if a pupil is attending Breakfast Club or Play centre Playcentre entrance to be used as normal, they will go from the hall to their classroom and not go outside) 	<ul style="list-style-type: none"> Year Group Bubble pupils must not mix with other Year Group Bubbles throughout the day, this includes Breakfast Club and Play centre. Staff can be with children from other Year Group Bubble BUT this MUST be kept at a minimum Staff MUST not mix with other staff from other Year Group Bubbles 	<ul style="list-style-type: none"> Each pupil will have their own set of resources to use throughout the day, these will be in their own zippy wallet, 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)
<ul style="list-style-type: none"> Drop off - Year 2,4,5 & 6 to use playground 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 Drop off & Pick Up - Year 3 to use the corner door in the courtyard entrance; Year 1 Juniper will use their classroom gate & Year 1 Magnolia 	<ul style="list-style-type: none"> All staff to follow the hand washing guidance to ensure that pupils are washing hands throughout the day, especially on entry to the school and must be timetabled 	<ul style="list-style-type: none"> Each Year Group Bubble will have their own resources and must not be shared, however if they are curriculum based resources for example science then all resources will need to be fully disinfected before placing back in the storage cupboard

<ul style="list-style-type: none"> will line up at the arch/front door of the school Drop off & Pick up for EYFS and Nursery parents/carers to use the EYFS playground The second gate into the courtyard MUST remain clear at all times 		
<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 classroom on return, soap bars are also available to use when washing hands. 	<ul style="list-style-type: none"> All table tops to be kept clear at the end of the day to aid disinfection
<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 Year Group 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 classrooms or offices unless authorisation has been given by the Head Teacher- online facilities to be used. However, short meetings can occur and will take place outside on the benches in the courtyard, this is by strict appointment only 	<ul style="list-style-type: none"> 1-2-1 LSAs need to remain with their child 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 as all the water fountains have been turned off 	<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 3 people to meet in an office with 2 metre SD practices in place
<ul style="list-style-type: none"> Only factory sealed 'Celebration treats' will be accepted at this time and will only be shared amongst the children in the same classroom. Homemade food items will not be given out 	<ul style="list-style-type: none"> All 1-2-1 pupil resources need to remain in the Year Group Bubble and should not be shared with other pupils eg ear defenders 	<ul style="list-style-type: none"> Only 1 Year Group Bubble to meet for planning purposes in the PPA room, with strict 2m SD in place. If the photocopier is required then it can be used quickly and swiftly, a queuing system in place if the photocopier is required by further members of staff to be in the PPA room to use the photocopier at a time
	<ul style="list-style-type: none"> 2 metre SD spots will remain but children do not need to socially distance from each other in their Year Group bubble group 	<ul style="list-style-type: none"> Lunch Hall tables – kitchen team and staff on duty need to disinfect the lunch hall tables and used seats for every Year Group Bubble sitting (this is in addition to the final clean at the end of lunch)
	<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"> The school keeper will be cleaning classroom table tops during the Year Group bubble's lunch time.
	<ul style="list-style-type: none"> Playground Zones in both Junior and Infant playgrounds with staggered timetables which will be displayed AND rules to be strictly adhered to 	<ul style="list-style-type: none"> School cleaning team to be made aware of ALL pupils returning classrooms 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"> Social Distancing practice strictly adhered to in all staff areas, including staff rooms, staff toilets, school kitchen, main school office , library and in classrooms 	
	<ul style="list-style-type: none"> Registers- these will be completed via the computer systems and not by the paper versions 	

- Children are not allowed to walk around inside the school building unnecessarily

Section 3: Actions if a pupil begins displaying symptoms of COVID 19- updated Government information August 2020

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 immediately 	<ul style="list-style-type: none"> • A member of SLT must be informed immediately to check and speak with the child 	<ul style="list-style-type: none"> • Pupil isolated immediately in the Sensory Room (designated as a "holding area" this will be used for this only) • Disabled toilet can be used if pupil needs the toilet, once used this toilet will be closed until it has been deep cleaned
<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"> • Digital thermometer to be used to check the temperature of the child at least three times across the period of up to 1 hour. If temperature remains concerning then SLT will inform office staff to call parents/carers. 	<ul style="list-style-type: none"> • Member of staff supervising to use gloves and mask, apron (boxes of these items are stored in the cupboard in Oak Class)
<ul style="list-style-type: none"> • Children and adults from the same Year Group bubble group DO NOT need to self-isolate so do not need to leave the school, unless they develop symptoms themselves. Only if the symptomatic child or adult tests positive, then those in contact with said individual would need to get tested, following NHS Test and Trace and await results before returning to school 	<ul style="list-style-type: none"> • The TA from the pupils Year Group Bubble group to supervise waiting pupil 	<ul style="list-style-type: none"> • Deep Clean of Sensory Room "holding area" 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.
	<ul style="list-style-type: none"> • Children and adults from the same Year Group bubble group DO NOT need to self-isolate so do not need to leave the school, unless they develop symptoms themselves. Only if the symptomatic child or adult tests positive, then those in contact with said individual would need to get tested, following NHS Test and Trace and await results before returning to school 	<ul style="list-style-type: none"> • Deep clean of classroom and resources in the Year Group bubble if the result is positive.

Section 4 : Actions if a member of staff begins displaying symptoms of COVID 19 updated Government information August 2020

Parents/Carers	Information for Staff	Building/Premises
Action	Action	Action
<ul style="list-style-type: none"> • Children and adults from the same Year Group bubble group DO NOT need to self- 	<ul style="list-style-type: none"> • The staff member to immediately inform the Head Teacher or Deputy Head. 	<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

<p>isolate so do not need to leave the school, unless they develop symptoms themselves. Only if the symptomatic child or adult tests positive, then those in contact with said individual would need to get tested, following NHS Test and Trace and await results before returning to school</p>		<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.
	<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"> • Deep clean of classroom and resources in the Year Group Bubble. If the outcome is positive
	<ul style="list-style-type: none"> • Ill member of staff to follow government guidance regarding testing and follow this advice and return if negative 	
	<ul style="list-style-type: none"> • Children and adults from the same Year Group bubble group DO NOT need to self-isolate so do not need to leave the school, unless they develop symptoms themselves. Only if the symptomatic child or adult tests positive, then those in contact with said individual would need to get tested, following NHS Test and Trace and await results before returning to school 	

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.