

# Re-opening Mugginton CE Primary after Lockdown Updated 29<sup>th</sup> May 2020



(responsible person: Joseph Green)

*This Mugginton-specific Risk Assessment has been prepared by the Designated Safeguarding Lead, Joseph Green. Full account has been taken of key Derbyshire County Council Guidance (Action Guide for Wider Opening and Risk Assessment; Coronavirus Covid-19 RA; Caretaking and Cleaning Coronavirus; Enhanced Cleaning and Disinfecting Coronavirus; HR FAQ, School Reopening; PPE Requirements for Staff; Early Years PVI FAQ). Telephone and email contact has been made with Geoff Leyland, Senior Advisor, and careful reading of the 14 documents (including unreported 'updates') published by the DfE to 'support' schools reopening.*

Hazard	(Potential) Risk	Risk Rating	Controls	Additional Controls If required
Children contracting coronavirus	Infected child or staff member in school	Medium	<p>Staff and key governors met in school for preparatory meeting and training on 27.5.20.</p> <p>Parents of children returning to school given unequivocal message by text, email and letter – anybody in household showing sustained symptoms of Coronavirus, 14 days isolation.</p> <p>Child who becomes unwell with Covid symptoms at school to be sent home immediately and parents strongly advised to take child for testing before minimum 7 days isolation <b>or negative test result</b>. Text sent to parents of other children in school alerting them to an (anonymous) child being sent home. Until confirmed case, other children do not need to self-isolate, unless they show symptoms.</p> <p>If confirmed case, school to close to all pupils for two weeks.</p> <p><b>In event of parent showing symptoms, children to be kept off school until negative test result confirmed. In event of parent testing positive, their children to be kept off school for two weeks and all families with children attending school to be notified via text message.</b></p> <p>Parents apply for a test here <a href="https://www.nhs.uk/ask-for-a-coronavirus-test">https://www.nhs.uk/ask-for-a-coronavirus-test</a></p> <p>Staff, governors here <a href="https://www.gov.uk/apply-coronavirus-test-essential-workers">https://www.gov.uk/apply-coronavirus-test-essential-workers</a></p>	<p>If confirmed case, school to close for two weeks and review Risk Assessment. Public Health England to be informed if more than one case</p>

	Child or staff member contracting because of poor hygiene practices	High	<p>Staff to follow government guidance on hygiene practice – frequent washing of hands for 20 seconds. Hand sanitizer available in every room of the school and taken outside by staff member</p> <p>Children to be reminded frequently of importance to wash hands, cover mouth when coughing and sneezing (respiratory hygiene) and avoid putting objects into mouths. ‘Catch it, Bin it, Kill it.’ Tissues to be deposited into bags in bins - bag to be removed every breaktime if contains tissues by PS.</p> <p>Staff-supervised hand-washing every hour and at the beginning of every school day. ‘Top-ups’ using hand sanitiser.</p> <p>22 children (wk 1) separated in to two groups, minimal contact between groups <b>in school</b>. <b>Children able to socialise together on the playground</b>. Encourage all children to try to avoid touching face, hair and mouth.</p> <p><b>Children to be taught in groups of no greater than 15 children. If risk of exceeding 15, the Rainbow Room to be used as an ‘overflow’, supervised by Mr Green. Children in this group to enter/exit the building via the Sunshine Garden.</b></p> <p>Children whose parents request they wear face mask to be helped to do so. Staff to wear gloves if assisting child with facemask.</p> <p>Classrooms to be kept well ventilated, with windows open.</p>	If significant danger of second spike, all children and staff to wear face masks and additional PPE options to be researched. Advice sought from PHE, DFE and relevant medical guidance and review safety of school opening
	Child or staff member contracting through unnecessary physical contact	Medium	<p>Staff-staff social distancing of 2 metres whenever possible</p> <p>Maximum of 12 children in each classroom for week one. <b>Week two capacity to be increased to 27 in total, with infant classroom separated in to two teaching spaces</b>. Desks arranged one pupil per table in fixed seating arrangement. <b>From Week Three onwards, children taught in groups of up to 15 children. Children separated in to three groups of fifteen. Overflow in Rainbow Room if necessary.</b></p> <p>Children to sit on their chair, never on the carpet.</p> <p>Playtimes and lunchtimes to run as normal but with limited activities – no ‘tag’ games or games which involve prolonged physical contact. If weather permits, lunches to be eaten outside on the playground.</p> <p>At playtimes, children are to try to line up at least one metre from the person in front of them.</p>	If issues with distancing occur at beginning and end of school day when parents are around, staggered arrival times to be considered

	Child or staff member contracting through unavoidable physical contact	Medium/High	<p>If a child requires first aid, they are to be treated as normal. They can be comforted and treatment applied. Normal first aid procedure: gloves and surgical wipes. If staff feel safer wearing a mask/visor they do so but must explain what they are doing to reassure the child. Morning collective worship to explain staff use of basic PPE – gloves, perhaps mask (completed 1.6.20). At times of unavoidable contact/close proximity to children, staff must make such interactions as brief as possible whilst bearing in mind the impact of their actions on the child. Examples include helping children in and out of clothing; doing shoelaces, passing items to and receiving items from children and smaller children encroaching the recommended two metre distance for a cuddle/interaction/to ask a question. Gloves are always available to staff in they choose to wear them. Gloves to be removed and binned safely after task is finished.</p> <p>Children to come to school in PE kit and be advised to wash clothes every day</p>	
	Child or staff member contracting through touch of infected area	Medium/High	<p>Cleaner on site all day to wipe down common-touch areas, door handles, taps, tables. PPE (gloves, facemask, apron provided for her safety).</p> <p>Equipment to be wiped down regularly and cleaned at the end of each day. Cleaning wipes/cloths to be double bagged and thrown away in outside wheelie bin.</p> <p>Common-touch areas to be removed where possible. Door buzzer to be disabled with clear sign indicating that delivery drivers/other visitors must ring office and wait outside on 'X' marked on ground. Sign attached to gate indicating that access to playground by anybody outside of school hours is forbidden. Playground to be closely monitored. No use of climbing apparatus and wheeled toys not used for first week (then reviewed) <b>Wheeled toys only in use for specific small groups of children under teacher-supervision. Fireman's pole to be used in Week Two and wiped down before playtime and lunchtime begins.</b> UPDATE, wipe down after each play session, including wooden handrails. First wipe down by cleaner before school. 'Tag' games to be avoided</p> <p>Playground gate to be wiped down with anti-bacterial spray and wipes / tissue on entry and exit. Double bagged and thrown away.</p>	

			Gate only opened and closed by an adult. Children to wash hands on entry back into school before sitting at their desks or removing coats etc.	
	Child or staff member contracting through use of infected school stationery	Low/Medium	Children able to bring their own stationery for personal use with frequent reminders not to share with their peers. Children without their own stationery to be given cleaned pens, pencils, glue, scissors, books etc to be kept in tray under desk. Infant class children to use stationery provided in pot on their table. These to be cleaned at end of every school day. Marking/feedback in mathematics to be completed by child themselves. Literacy feedback to be verbal. School reading books returned to school to be left for 72 hours and wiped down before being returned to school bookshelves.	
Staff / Visitor / Parent/ Relative contracting Coronavirus	Staff coming in to contact with infected child or colleague	Medium	Staff advised to wash their work attire and shower on daily basis. Staff required to receive a coronavirus test (even if asymptomatic) at least once every two weeks. <b>School closed to pupils on first three Fridays of June</b> for staff to travel to Nottingham testing centre. Immediate notification to all and self-isolation for minimum of 14 days if test returns positive reading. School to close for following two weeks minimum. <b>Friday closure to continue until the end of the academic year.</b> Parents, visitors not allowed to enter school. Children to be collected from the playground at 9am and dismissed by staff member at door at the end of the day. Deliveries to be left outside on school bench, in clearly identified boxes. Door buzzer disabled and clear sign to ring school office and stand on clearly marked 'X' put up. Parents to be alerted by text message if a child has to go home because of coronavirus symptoms. In the case of a positive test result, school closure. <b>School dinners to remain unavailable. Children to require a packed lunch until the end of the academic year.</b>	

	Visitor to school such as delivery person / member of local community coming in to contact with staff / children	Medium	Visitors not allowed in to school or playground ( <b>except for parents &amp; siblings at the beginning of the day</b> ). Sign on playground gate – ‘Playground currently out of bounds to all non-school related activities, do not enter.’ Buzzer disabled, deliveries to be left on bench outside school.	
	Infected Parent / relative coming into contact with child or staff member	Low	Bus Stop sign on display with message reminding parents to social distance. Parent/relatives not allowed in to school and reminded to social-distance from staff and other parents.	If concerns raised, staggered collection and drop-off times to be used
Safeguarding	Staff illness/absence leads to unsafe pupil-adult ratios	Low	Staff numbers kept under constant review. <b>Significant increase in staffing levels from 29.6.20 to manage increase in children</b> . Designated Safeguarding Lead or Deputy on site at all times children are present. Higher Level Teaching Assistant to be asked to cover/provide support in event of staff absence. If Headteacher becomes unwell, school to close.	If Headteacher decides ratio is unsafe, school to be closed. Notification to parents via text
	Vulnerable child unsupported	Low	Provision closely monitored by Headteacher/DSL	
	Child makes comment which raises possibility of threat to safety	Low	Follow normal safeguarding procedure – incident to be logged on safeguarding form and reported to Designated Safeguarding Lead or Deputy immediately	
	Child or adult injured at work	Low	Follow normal first aid training procedure. Staff able to use face mask, gloves apron but must explain to child clearly what they are doing to avoid confusing or upsetting the child further <b>Fire alarm drill to be conducted each week (completed 4.6.20; 9.6.20; 16.6.20; 23.6.20)</b>	

Staff and children's mental health at risk	Staff member put under unmanageable stress level as result of re-opening	Medium	<p>Regular (minimum, daily) check in with Headteacher (at 2 metre distance). Constant email support available to staff working from home.</p> <p>Staff made aware of mental health support at <a href="mailto:derbyshirehealthcareft.nhs.uk/coronavirus">derbyshirehealthcareft.nhs.uk/coronavirus</a> 03007900596</p> <p>Staff to be reminded that they have the right to request to work from home if they believe school to be unsafe.</p> <p>Governors to monitor school staff/HT mental health via email and telephone communication.</p> <p>Consider asking staff including HT to fill in Wellness Action Plan at end of first week (Friday 5<sup>th</sup> June). <b>Staff happy with verbal discussion during after-school meeting (5.6.20)</b></p>	
	Staff workload too high	Low	<p>Marking/feedback limited to verbal discussion with children in school</p> <p>Planning of activities shared between Headteacher (English &amp; Maths for Juniors), Mrs Jones (Science, Wider curriculum), Mr Clarke (Middle Group English &amp; Maths) and Mrs Wallen &amp; Mrs Hardwick (Early Years, Year One, Phonics)</p>	
	Children confused and upset by change to normal school routines and practices	Low/Medium	<p>Staff to try hard to project sense of 'normality' to children.</p> <p>Environmental changes only made when necessary, such as tables and chairs being moved.</p> <p>No 'warning tape' used to mark 'no go areas' in school, only 'X' on ground outside school. Outdoor learning, weather permitting, every afternoon to offer greater sense of normal Mugginton life.</p> <p>Outdoor activities such as gardening, walking, running used to promote good sense of wellbeing.</p> <p>Daily communication with parents after school, from 2 metre distance, and via email.</p> <p>Zoom/recorded collective worship and personal messages for those children who cannot yet attend school.</p>	
	Children frightened by threat of them or somebody they love contracting Coronavirus	Medium	<p>Every school morning to begin with Collective Worship/PSHCE sessions with each group. Open-ended, child-led sessions which staff will use to reinforce our key messages and praise/reassure children. Children able to use this time to ask questions or talk about worries they might have.</p>	

<p>Children not in Reception, Year One, Year Six who are unable to return to school affected academically and emotionally</p>		<p>Low</p>	<p>Continued use of the blog to share learning resources and ideas with children and parents.          Identical mathematics and English plans and resources (e.g. class reader) used in school and at home.          Regular (at least weekly) communication with all parents at school (if attending) or via email communication with the Headteacher.          Zoom/recorded collective worship and personal messages for those children who cannot yet attend school.          Mrs Jones to arrange telephone calls with children/families who do not interact via blog and to explore possibility of a whole school/class Zoom meeting.</p>	<p>If serious concern arises, consult SSEN and Educational Psychology services</p>
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**To be reviewed on Friday 5<sup>th</sup> June. Changes/additions to be added in red font.**

**To be reviewed on Friday 12<sup>th</sup> June. Changes/additions to be added in blue font.**

**To be reviewed on Friday 19<sup>th</sup> June. Changes in green font**