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Guidance for school closure - partial opening of school - full opening of school: Health and Safety

Issue	Risk Reduction Measures	Management Responsibility	School Staff Responsibility
Risk Assessment	This Risk Assessment directly addresses risks associated with coronavirus (COVID-19), so that sensible measures can be put in place to control those risks for children and staff. All employers have a duty to consult employees on health and safety, and they are best placed to understand the risks in individual settings. **This risk assessment has been revised for the Omicron variant during the Autumn term (01.09.2021 – 17.12.21) on 30.11.21.** This risk assessment addresses a set of actions the school must take called the 'System of Controls'. They are grouped into 'prevention', and 'response to any infection' and are outlined in the https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak.	Health and Safety: Head of School (HoS) Gregory Logan, Site manager (SM) Dave Coyston	All staff to flag up any issues seen going forward
Contingency Plan – Outbreak Management Plan	• in the event of the school being notified of a national or local lockdown the school will switched to remote learning and only be open to those families identified by the government, e.g. Critical workers, vulnerable children. We will use our communication routes to inform parents (website, email and text) of all changes. • Parents who are eligible for a school place during this time will need to register for a 'pod place' via the website; the school will contact vulnerable pupils regarding attendance. • Children attending school will be allocated to a pod and will stay in their pod at all times. • Classrooms will consist of 15 pupils maximum. • Hackney Education's priority system will be used if a pod is over subscribed. • Staff attending the school site will be encouraged to take a lateral flow test (LFT) twice a week (Sunday evening and Wednesday evening). The results will be uploaded to the Test & Trace website and the Head of School informed if they have a positive test straight away by telephoning. • When a judgement has been made that a home visit is needed for a pupil of concern, staff must follow any government guidance, taking PPE if required.	HoS (Gregory Logan), Deputy Head & (DH) Anna Lucey LFT - HoS – Gregory Logan HoS & Blossom Federation Pastoral Care Lead (PCL) (Jenni Bird)	All staff to flag up any issues and familiarise themselves with procedure Take the test correctly at home twice a week and communicate results to Test and Trace and Head of School if positive.
Full Opening	• Attendance at school is compulsory for children 5 years old and above. The School also expects all children in the Early Years to attend regularly. • Bikes and scooters can be left at school during the school day but must be taken home after school. • Parents are advised to socially distance when dropping-off or picking up children from the playground or classroom/lower hall. Parents must move away from the entrance as soon as they have dropped off or picked up their child/ren when collecting from a classroom or lower hall. Whenever possible, only one parent/adult should drop off or pick-up children to	HoS, SLT, SMT	All staff and parents must read and follow risk assessment guidance.

	reduce the risk of contact. ● The school office is open from 8am – 5pm for parents to phone and leave messages for class teachers or other members of staff. Visitors must sanitise their hands before entering the main reception area. Parents can also send an email via admin@daubeney.hackney.sch.uk (if not urgent) stating who the message is for in the subject line. ● Parents and visitors entering the school must sanitise their hands and wear a mask unless exempt. ● Parents attending any large meetings, assembly or performance in the school building are strongly encouraged to wear a face mask unless medically exempt. ● Hand sanitiser and cleaning equipment will be available in each room and hands must be sanitised when entering and leaving a new space. All equipment in communal areas must be cleaned before and after use. ● Ventilation is very important and all rooms and communal areas must have windows open to allow a free-flow of air. However, during colder days the rooms must also be comfortable enough to enable children to learn and adult to work. ● CO2 monitors are in all classrooms to monitor air quality. ● Children and adults must wash their hands or sanitise their hands regularly and follow good respiratory hygiene, catch it, bin it, kill it procedures (Catch it, Bin it, Kill it) . ● We also recommend that everyone takes part in the Germ Defence training online. This can be accessed in many different languages.		
Evacuation and Fire Safety	● Evacuation and Fire Drill procedures are kept up-to-date and practiced half termly or more frequently if procedures change. ● Assigned staff are responsible to check their areas, including toilets to ensure everyone has evacuated. ● Risk Assessment for Emergency Evacuation are revised as and when needed. ● All staff members are kept up-to-date with Evacuation and Fire Drill procedures.	- HoS and SM - HoS and SM -Senior Leadership Team (SLT) to provide guidance to staff HoS & SM	All staff to bring up any issues with HoS/SM and familiarise with procedure
Staff or Pupils showing COVID-19 Symptoms	● Staff showing symptoms of COVID-19 must immediately inform SLT. SLT will advise them to get tested and inform the HoS. In the event of a positive PCR test staff must self-isolate at home. The isolation period includes the day your symptoms started (or the day the test was taken), and the next 10 full days. This is the law. Coronavirus: how to stay safe and help prevent the spread - GOV.UK (www.gov.uk) ● If a pupil shows symptoms of COVID-19, a member of SLT (wearing PPE if appropriate) will collect them from their class and take them to the first aid room to isolate and parents will be asked to collect them immediately. They will be advised to get tested and inform the school of results. As per Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection if the test is negative the child must isolate until they feel well. If the test is positive the child must self-isolate for at least 10 full days from the onset of their symptoms and then return to school only if they have not had a high temperature for 48 hours. Members of the pupil's household should isolate for 10 full days from the day the child developed symptoms **if they have not received both doses of the vaccine. People under the age of 18 years and 6 months do not need to self-isolate as well as those who have received both doses of the vaccine.** ● School staff will follow advice from Test and Trace and the school will follow any advice from Public Health England. ● **Anyone who is contacted by NHS Test and Trace as a close contact of a suspected or confirmed case of the Omicron variant must self-isolate, whether or not they've already been vaccinated, and regardless of their age. They then need to book a PCR test.** ● Pupils and Staff members will need to self-isolate until they are picked up or able to leave. If they need to go to the bathroom while waiting to be collected, the bathroom will need to be cleaned and disinfected using standard cleaning products before being used by anyone else. A member of staff will stay with the pupil whilst self-isolation; if unable to maintain a 2m distance, staff should ensure they are wearing appropriate PPE. The affected area will be clean after the child or adult has left. The cleaner must use minimum PPE, disposable gloves and an apron. After PPE is removed and disposed of in a sealed plastic bag, hands need to be washed with soap and water for a minimum of 20 seconds. ● If a pupil or staff member tests positive, Test and Trace will advise staff and parents who needs to self-isolate and how many days they need to self-isolate.	- HoS/DH to ensure first aid resources are available - DH/ (PCL) are responsible for checking temperatures of children if they become unwell at school - SBM orders PPE - The First Aid room is to be used to self-isolate symptomatic pupils - SLT provide parent guidance re: getting tests if have any symptoms and to follow the Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - SLT to provide guidance to staff	Staff to familiarise themselves with new procedures and follow them; notify HoS if supplies get low
First Aid and Pupils with Medical Conditions	● Review sufficient numbers for Paediatric first aiders as per pupil ratio (EYFS will continue to apply – 1 on site). ● All staff will be responsible for first aid. ● Review training needs to ensure staff understand their responsibility while carrying out first aid and maintaining social distancing with pupils and parents. ● Where it is necessary for first aid provision to be administered in close proximity, those administering it should pay particular attention to sanitisation measures immediately afterwards, including washing hands.	- SLT ensure each year group pod has first aid backpack - SBM to order resources - SLT to provide guidance to staff	All staff familiarise themselves with first aid procedures; notify HoS if supplies get low

	• Staff to inform SLT if medical resources run low. • Ensure staff are up to date with Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection on COVID-19 symptoms. • When dealing with intimate care, follow the normal procedures, using PPE as appropriate (Gloves and Apron minimum PPE).		
Signage and Markings	• School site plans reviewed and up to date. • Main Office - the office will be open to visitors • Signs to remind parents and other visitors of our COVID prevention guidelines. • Handwashing guidance displayed in pupil toilets.	- HoS and SBM to review	Staff to familiarise themselves with new procedures and follow them
Staff and pupils who are clinically extremely vulnerable (CEV)	• CEV adults are advised to adhere to the same guidance as everyone else. Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk) . However, as people who are at a higher risk of becoming seriously ill should they catch COVID-19, they might wish to take additional precautions, e.g. limit contact with others both in and outside school. • All pupils are no longer considered to be clinically extremely vulnerable and should continue to follow the same guidance as everyone else. How to stay safe and prevent spread from 19 July (publishing.service.gov.uk)	- DH (AL) to carry out individual risk assessments where required	All staff to be aware Staff to approach HoS and discuss Parents of pupils to discuss with HoS if needed
Sickness (not related to COVID-19)	• Follow current absence procedures.	-HoS & DH to coordinate absence	Staff to follow absence procedures in place
Pupils with Special Needs	• We are following government guidance with respect to working alongside children with EHC Plans (Page 59) • Pictorial and simple text will be used to help pupils with EHC Plans or specific special needs to understand how to keep themselves safe. How to stay safe and prevent spread from 19 July (publishing.service.gov.uk)	DH & SENDCo (special needs and/or disability coordinator) ensure pupils understand how to keep themselves safe	Class teachers to give simple and repeated reminders to SEND pupils on how to keep safe.
Use of Public Transport by Staff or Pupils	• Children and staff that travel on public transport must follow Transport for London and other transport provider's guidance and wear a mask and sanitise before boarding and after alighting from public transport.	HoS to provide guidance to staff	Staff to familiarise themselves with new procedures and follow them discuss with SLT if any questions
Travelling into and out of schools (including guidance for parents)	• Parents are able to access all main school entrances to drop off or pick up children at the beginning and end of the day. • Parents will not enter classrooms at drop off or pick up times. • Years 1 – 6 children will enter the building independently between 8.45am and 9am and go to class. • Reception children will be dropped off and picked up at the classroom doors. • Nursery children will be dropped off and picked up at the nursery gate.	-SLT to review and provide guidance to staff, parents and children	Staff to familiarise themselves with new procedures and follow them
Moving Around School for Staff and Pupils	• Ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time. Pupils to go to the toilet throughout the day. Pupils use hand sanitiser/wash their hands before and after using the toilet. • Regular exercise and breaks, as well as, outdoor learning will take place, when possible, as this can limit transmission • Hand washing or sanitising must take place when leaving and entering the building, classroom or other areas of the school. • After any staff training, teachers should make sure pupils are familiar with all the new procedures and the importance of following our Daubeney Golden Expectations while they are at school.	-SLT to review and provide guidance to staff	Staff to familiarise themselves with new procedures and follow them Staff to continually revisit new procedures with pupils
When using toilet facilities	• Allow pupils to have access to toilets at all times during the day to prevent queues developing at social times. Teach children to avoid the toilets if they see another pupil entering. • Pupils use hand sanitiser/wash their hands **before** and after using the toilet. • Ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time. • Increased amount of cleaning by cleaning team, to maintain high standards of cleanliness. • Handwashing guidance displayed in pupil toilets.	-SLT to review and provide guidance to staff	Staff to familiarise themselves with new procedures and follow them Staff in each year group to oversee toileting

Playtimes and Lunch Times	**Play times** ● Pupils will use their allocated KS2, KS1 or EYFS playground. **Lunch times** ● Pupils will sanitise their hands before entering the lunch hall.	-SLT to timetable lunches and break times -SLT to review and provide guidance to staff	Staff to follow new procedures Staff to revisit new procedures with pupils
Communal/shared spaces or resources	● Adults are encouraged to social distance as much as possible but all communal areas are now open to everyone. ● Shared resources must be cleaned regularly, e.g. weekly or half termly depending on their use. ● Additional cleaning will take place for frequently touched areas throughout the school.	-SLT and Site Manager (liaise with cleaning team) -SLT to provide guidance to staff	Staff to familiarise themselves with new procedures, follow them and continually revisit with pupils
Classrooms	● Use of outdoor spaces to deliver lessons where possible ● Each classroom has their own cleaning equipment. ● Bins available in each class.	-SLT to review and provide guidance to staff	Staff to familiarise themselves with new procedures and follow them
Social Distancing	● It is no longer a requirement to social distance but we encourage staff to continue to social distance when possible.	-SLT / Site Team	All staff
Wrap Around Care (7.45am – 5.45pm)	● Breakfast Club and Extended Day provision will continue as usual. ● Nursery & Reception breakfast club will take place in the nursery ● Year 1 - 6 breakfast club will take place in the dining hall ● Extended Day – for KS1 & 2 will take place in the main school; there will be a range of activities to provide a variety of enriching experiences inside and outside in the playground. ● Extended Day for EYFS will take place in the nursery building; there will be a range of activities to provide a variety of enriching experiences inside and outside.	-HoS & Senior Leader on Late Duty	All staff that are delivering the wraparound provision to follow procedures and share them with children.
Best practice around hygiene, particularly hand washing routines.	● Ensure all staff and pupils are aware and following good hand washing practices. ● Handwashing or hand sanitiser used when arriving at school, returning from breaks, when changing rooms and before and after eating. ● Handwashing facilities are available nearby with soap and water; if not possible hand sanitiser provided. ● Maintain good respiratory hygiene practices. Remind staff and pupils to use a tissue or elbow to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’). Staff and pupils are to sanitise or wash their hands after sneezing or coughing. ● Staff and pupils are encouraged not to touch their mouth, eyes and nose. ● Help is available for children who have trouble cleaning their hands independently. ● Staff embed best practice of hand and respiratory hygiene with pupils through games, songs and repetition. ● Bins for tissues are emptied daily or when full. ● Processes for removing face coverings are embedded for when parents need to wear them on site. ● All spaces should be well ventilated using natural ventilation by opening windows or using a classroom fan. To prevent spaces from becoming too cold, open the top windows first. When pupils are not in the classroom (breaks/lunch) open the windows fully to better allow the air in the room to refresh. ● To limit use of door handles and aid ventilation, prop non-fire doors open but ensure external and fire doors are closed. ● Staff are informed of disinfection procedures and their responsibilities for following these throughout the school e.g. cleaning your table space after eating and washing and not leaving dishes out in the kitchen.	-SLT and Site Manager to continually review H&S measures around hygiene -SLT to provide guidance to staff	Staff to familiarise themselves with new procedures, follow them and continually revisit with pupils
Medical/Hygiene Room	● Children who display COVID-19 symptoms during the day will be isolated from each other and from the rest of the school. ● The First Aid room has been identified as an isolation area. ● Provide PPE (masks, gloves, aprons, face shields) for staff dealing with pupils with COVID-19 symptoms; staff to use appropriate PPE if it is not possible to keep a 2 metre distance from the pupil. ● Follow guidance of how to put PPE on and take it off safely as well as how to dispose of PPE safely. ● Window to be open at an appropriate level to ventilate the room while in use. ● Room to be cleaned after each use.	-SLT to review and provide guidance to staff	Staff to familiarise themselves with new procedures and follow them
Face Coverings	● Primary aged children and staff will **not** need to wear a face covering on school grounds. ● Staff will have the discretion to wear a face covering whilst teaching/supporting in class if clinically vulnerable. ● Staff have the discretion to wear a face covering whilst in communal areas of the school.	SLT to monitor	All staff
		-SLT to review and	Staff to familiarise

Use of school equipment	● Water fountains can be used. ● Pupils however are encouraged to bring their own water bottle to school each day.	provide guidance to staff	themselves with new procedures and follow them
Grounds	● Grounds are secured at 9am and 3.45pm. ● No unauthorised visitors on site.	-HoS and SBM to review and SLT to provide guidance to staff	Staff to familiarise themselves with new procedures and follow them.
Pupils and staff medical information and care plans	● Prior to being admitted back to school, any changes to children's medical records will be updated. ● Inform the school nurse if there are any changes to care plans needed. ● SIMs medical and care plan database to be readily accessible to teaching staff. ● Teachers or SLT to inform LSA about medical needs for pupils in their classes/year group. ● Ensure all staff care plans are reviewed and updated when applicable. ● Ensure staff with medical conditions that were not declared previously are recorded on SIMS and care plans created if needed. An individual risk assessment will be completed by staff with assistance from their phase lead. ● Staff and children who are clinically extremely vulnerable will have their risk assessments updated at the beginning of each term or as government guidance changes.	-SLT to review and provide guidance to staff -SLT and Admin team to ensure all information is collected and stored securely	Staff to stay up to date with pupils in their care
Business attire and school uniform	● Maintain the requirement for staff to wear business attire and pupils to wear their uniform when they return to school.	-SLT to inform staff and parents of expectations	Staff to follow agreed dress code (see staff handbook) Staff to send letter home if child is not in appropriate uniform.
Induction/Training	● Staff will be inducted during the whole school INSET and via email. ● Training for staff including providing staff with the updated risk assessment. ● Inform parents/pupils of new procedures. ● Staff will review hand and respiratory hygiene procedures with pupils on a weekly basis. ● Risk assessment and procedural letters will be sent via email to staff and parents, and shared on the school website. ● Ensure pupils are reminded of behaviour policy, Daubeney Golden Expectations ● Discussions about staff and pupil anxiety to take place daily. A member of SLT will be available at all times for staff and pupils to talk to and raise concerns. Time to Talk link on the website for pupils to request a chat if learning at home.	-SLT to review and provide guidance to staff	Staff to familiarise with new procedures and follow them
Kitchen	● Posters displayed to remind staff of hand and respiratory hygiene procedures. ● Only catering staff allowed in the kitchen area.	Catering manager, HoS, SM	Staff to familiarise themselves with new procedures and follow them.