

# Beulah Junior School Risk Assessment for Re-opening after Closure due to Coronavirus Pandemic

May 2020

POTENTIAL RISK	ARRANGEMENTS IN PLACE	ACTIONED BY	DATES	FURTHER ACTION	Actions in place for September 2020 re-opening	DATES
<b>PREMISES</b>						
Review of available space in order to accommodate year groups. 12 classrooms. Each class room is on average 41 sq. m Library, Music Room may be used. IT suite is not a permanent area having no desks Halls can accommodate 20 chn	Classes measured. Each can accommodate 10 pupils* . Need to re-allocate chairs to temporary class areas i.e East and West Hall library. 2x Teaching area to be demarcated. Extra chairs in each class to be removed & used in Halls. Integrity of fire and other exits to be maintained for freedom of movement/ safety.	Asst Caretaker HT DH	20 05 20  28/05/ 20	Investigate installation of 12 desk screens for classrooms to provide additional protection for teachers while at their desks. (School Admin) *Nine or eight teaching spaces for each year group <a href="#">Teaching - Potential Teaching and Learning Areas for Two Year Groups Simultaneous Provision.docx</a>	Desks to be front-facing. A two-metre distance around the class teacher wherever possible. Year group bubbles comprising three classes (two in the case of Yr 3) Children to spend the day largely 'separated' with in bubbles. TAS assigned to bubbles. Minimise cross contact.	07/20
Identify areas for storage of excess furniture taken out of classroom / teaching and learning areas to allow accommodation of socially distanced pupils	Storage unit school yard identified as one area to accommodate some	Asst Caretaker HT DH	22/05/ 20	Possible use of school canteen? dependent on pupils being given packed lunched - cost of this provision? Ascertain how many groups school hall will take and what furniture will be required	All chairs to be re-located in their original classrooms (30 to a class) CM West Hall to be use as a designated large group area e.g. for staff meetings, reflection pre-	

					start of day/ gathering point/ intervention space (impact all sports and PE in East Hall)	
Review use of small space	Isolation space will need to be identified First aid station In satellite suite	SLT Asst Caretaker and Cleaning team	28/05/ 20	Review cleaning procedures frequency in these areas	First Aid area in Satellite room C possibly Counsellor's rm, Galaxy and Pluto as additional staff rooms See isolation arrangements on Medical Policy	
POTENTIAL RISK	ARRANGEMENTS IN PLACE	ACTIONED BY	DATES	FURTHER ACTIONS		DATES
Thorough cleaning procedures to be carried all areas of the school	Deep cleaning and sanitising to be carried out 28 05 202	School Admin. School Cleaning Team. External cleaning and sanitising team	22/05 20  28 05 20	Rota for school team cleaning drawn up and staff informed <a href="#">review cleaning procedures</a>	All cleaners to be reinstated to full time 5 day per week beginning Thursday 3 <sup>rd</sup> September timetable. Cleaning of hall and music room to be carried out by cleaning team and Staff responsible for delivery of PE and	28 05 20

					music subjects. Preliminary briefing of procedure for cleaning and special procedures in case of confirmed covid 19 cases/ outbreak	
Reduce and manage access points and congestion spots by introduction of a phased pick-up and drop off system  Add more access and exit points  Supervise correct use of these points	Supervise entry to school. Entry via North door.  Exit through double gates both single gates in front play ground to be in use Stagger times of entry and exit. Automatic gate times will be changes. Door entry will be additionally and strictly monitored.	Staff to manage x 2 adults in playground and at gates. (School Admin) (Caretaker)	Day 1	Contact Infant school to confirm entry from Furze Road access arrangements: key code automatic locking and unlocking times	Staggered times commencing 9a.m. to allow separate entry and exit for each year group. All pupils to leave school through Beulah Road gates. Gates to be manned by TAs and SLT at the end of the day.	25 05 20
	Introduce one-way system inside the building.	Signposted and supervised by staff			One-way system in operation on entry to school. Children to be accompanied around school at the beginning and	

					the end of the day.	
	Doors will be propped open where possible excluding fire door that must remain shut) In order to reduce touching door handles and to maintain well- ventilated environment	Asst Caretaker	Day 1	Air conditioning to health and safety regulations to be investigated	Extra door stops have been purchased and to be distributed (CM) (Sch Off)windows to be opened each morning so that room ins well-ventilated (CM)	28 05 20 Lulu
	Restrict any visitor to the building to essential visitors only. Escort at all times Essential works to be carried out after school.	School Admin Asst Caretaker Premises Admin			All visitors to report to the school office. All work arranged through school office and visiting arrangements cleared with HT. Gate opening times to be adjusted so that site is secure. Use of School CCTV to monitor site. Staff reminded to be extra vigilant of strangers entering site.	
POTENTIAL RISK	ARRANGEMENTS IN PLACE	ACTIONED BY	DATES	FURTHER ACTION		DATES

	<p>Parents and Carers not allowed to enter the building either at the start or the end of the day. Parents to be admitted by appointment. only Parents to wait in demarcated areas in the playground only gathering socialising congregating use of play equipment after school</p>	<p>School Reception Staff Asst Caretaker</p> <p>SLT on Duty at the beginning and the end of the day front and Back play ground</p>		<p>To inspect and maintain clearly demarcated areas on a regular basis</p>	<p>Parents not allowed on site without appointment. Communication to be through website email and electronic payment system to be finalised, especially with regard to dinner money. Parents to be cautioned prior to beginning of year that no dinner money will be taken on site. Parents will wait outside the school at staggered times and reminded to socially distance.</p>	
<p>Signage required to focus all stake holders including visitors on social distancing and new ways of work</p>	<p>Tape demarcating social distance to be applied to floor in corridors One - way system to be signposted with arrows and written information</p>	<p>Asst Caretaker</p> <p>SLT School Admin staff</p>	<p>28 05 20</p>	<p>School Admin to create Inclusion Manager to translate signs <a href="#">Signage</a></p>	<p>Additional marking in both corridors to denote two way traffic one-way system will not be manageable within the whole school setting</p>	

					and given the number and location of shared/communal areas.	
POTENTIAL RISK	ARRANGEMENTS IN PLACE	ACTIONED BY	DATES	FURTHER ACTION		DATES
Communicate new school day times, new staffing, timetable revision and access to site arrangements to all Parents and Carers	Using website email Text and newsletter.	HT DH	Week prior to re-opening	School Admin DH to investigate ability to use SIMs to communicate to whole schI if not, Extend Eduspot subscriptionT2P to include email facility	Email and texts sent out to parents in week prior to opening in September with opening times. Website updated with opening details. Constant email contact with families in subsequent weeks. SLT assign staff and review maintenance arrangements for monitoring and updating website.	26 05 20
STAFFING CONSIDERATIONS						
POTENTIAL RISK	ARRANGEMENTS IN PLACE	ACTIONED BY	DATES	FURTHER ACTION		DATES

<p>Protect vulnerable staff</p>	<p>Consideration must be given to “pregnant women BaME, those on with extreme clinical conditions and those with and / or those with underlying health conditions by means of adjusting working hours as necessary so as to avoid contact with other school occupants - seek assistance from other staff members where appropriate to support usual duties that cannot otherwise be completed, and / or procure the services of external contractors” NEU union</p> <p><a href="#">Class Teachers Availability For June 1st Re-opening anonymous.docx</a></p>	<p>HT/ DH/ Governors</p>	<p>25 05 20</p>	<p>Think about those who will have to work from home, are living with those who need to be shielded, who use public transport to get to and from work.</p> <p>Ask staff to provide medical supporting evidence for medical issues V(L)</p>	<p>Meeting with staff on an individual basis to reassure about and establish safer working arrangements for staff.</p> <p>Review constantly with those staff who have special circumstances/ are part of the vulnerable groups.</p> <p>Review conditions for working at home or away from class with in the school setting</p> <p>Clarify that school supports all staff’s right to use PPE. Make sure PPE is appropriately available. Review strategies for delivery of curriculum and</p>	<p>Prior to resuming duties</p>
---------------------------------	---	--------------------------	-----------------	--	---	---------------------------------

					for cover in case of teacher absence so that the school is creating a safe working environment. Reduce introduction of supply to any bubble and avoid splitting classes across bubbles.	
POTENTIAL RISK	ARRANGEMENTS IN PLACE	ACTIONED BY	DATES	FURTHER ACTION		DATES
Protecting staff	Staff will be provided with PPE should they require it i.e. gloves mask aprons for first aid. Staff will be permitted to and encouraged to wear their own PPE should they feel the need of it	HT Sch Admin	Day 1	Check and date when all ordered supplies are received.  Visors agreed upon and ordered 20 50 20 <a href="#">PPE guidance</a> to be shared /given to all staff	Extra order of PPE organised w/c 1.09.20 as govt masks are not suitable for all staff	
	Staff to have break and lunchtime as normal. Plan rotas so that staff have a morning break and a lunchtime. This might require more than two to a class	HT/DH		Rota to be drawn up.	w/c 07 /09 20 lunch time to be reduced therefore potential cross-bubble contact time reduced. Additional staff rooms in two areas around	



					school (Pluto Galaxy)with basic cooking facilities TA to minimise congestion in staff room. Staggered lunch and break times for year groups.	
	<p>Take into account the effect of all part-time (PT) (FT) class teacher's hours on minimising risk of possible spread of virus.</p> <p>35% of 'available' teaching staff are part-time; providing cover for their teaching groups is an added difficulty</p>	HT/ DH		<p>Q: Will those groups with PT staff be at more risk that those with FT staff? What impact part-time teaching have on the number of year groups that can be accommodated in school at any time?</p> <p>Q: What is the optimum amount of time for pupils to attend on a rotational basis?</p>	<p>Additional supply staff has been procured to cover part time hours and release. Maternity leave x2 covered by supply. Aim is to achieve consistency for pupils. SLT have endeavoured to arrange so that, as far as possible, there is minimal change of staff for each class and familiar persons work with our pupils.</p>	
POTENTIAL RISK	ARRANGEMENTS IN PLACE	ACTIONED BY	DATES	FURTHER ACTION		DATES

	Classrooms will be equipped with sanitising spray, gloves tissues and paper towel. A lidded bin will be place in each teaching and learning area.	Asst Caretaker, Cleaning Team, School Admin	Day 1	Supplies received and in stock 22 05 20	Stock received. To be in place w/c 1 09 20	
	Review First aid and social distancing procedures with staff	28 05 20			Medical policy up dated to reflect requirements due to coronavirus. Shared with governors and communicated to staff w/c 01 07 20	
Consider how to protect those members of staff who may be put others at risk by the behaviour of pupils	Identify pupils who have SEMH that may prevent compliance with adult requests adherence to social distancing rules	26 05 50		Speak to parents of identified pupils clearly stating the school views and policies and actions with regard to the safety of other	Review policy and procedure for behaviour. Ensure children are familiar with expectations from the beginning of term in PSHE. Ensure individual discussions take place and that parents involved in managing their child's situation.	
Consider the impact of social distancing on working in close	One to one working conditions will have to be reviewed			Individual meeting with teaching assistants to ensure	Use Inset days - 3+4/09/20 - to make sure staff	

proximity to pupils as part of a member of staff's role				agreement safeguarding on both side and clarity is achieved	have the forum to share/ air their concerns. Ongoing, SLT to monitor and review the effectiveness of their strategies to reassure and safeguard staff	
Isolation areas to be identified if a child becomes unwell while at school	Children to be kept away from main body of the class and tended by a first aider	22 05 20 Yr 3 Team to clear School Admin SLT to prepare 28 05 20		Addendum to First aid policy to be written	Isolation areas equipped and procedures shared with staff and Governors. See Medical Policy appendix	

## PROTECTING PUPILS

POTENTIAL RISK	ARRANGEMENTS IN PLACE	ACTIONED BY	DATES	FURTHER ACTION		DATES
Children will be inducted into the new routine for keeping safe  In the building, during T&L session	Pupils to be met upon entry and asked to sanitise children Pupils reminded of class routines at the beginning of each day and supervised to implement them	Day 1		Teachers to plan /deliver /be provided with appropriate resources  Posters created supplied by SLT ,TAs, Sch Admin,	PHSE sessions and familiarisation with new routines to be a priority. Staff to be introduced to Safeguarding induction for all staff 03 09 20.	

	<p>Children will be encouraged to bring water from home which will be refill by an adult using a water jug.  Children will be encouraged to bring in their own sanitizer  Water fountains will be locked off  All assemblies will take place in teaching and learning groups.  Children will be escorted to and from the toilet. visits will be according to the rota</p>	<p>25 05 20 Asst  Caretaker   HT DH CTs TAs</p>		<p>Include in letter to Parents and Carers   Decide on format e.g Power point, Purple Mash, Teams etc   <a href="#">toilet break organisation</a></p>	<p>The school's strategy for welcome back i.e. a programme of PHSE will be shared. 03 09 20.  The safeguarding process (already in place throughout closure period) to be reviewed with staff.  Children may wear masks and bring their own sanitiser should they and parents so wish.  No whole school large group assemblies to be held until further notice unless virtual/ video link.  Toilets to be accessed in turn and in liaison with infant using cones (outside class) rooms to indicated whether</p>	
--	---	---	--	---	--	--

					occupied or vacant	
Outside at Playtime	Pupils encouraged to socially distance at play time with areas for play clearly demarcated i.e. different area of the outside space per group and defined spaces within each area During wet play children will be accommodated in their classroom at break time as usual	Day 1 Class teachers Teaching Assistant in charge of class		<a href="#">break time organisation</a>	Break times staggered. 10.30 11.00 11.15 11.30 Infant playground and junior back playground to be separated at these times. Already arranged with Beulah Infant Head Teacher. w/c 01 09 20	
POTENTIAL RISK	ARRANGEMENTS IN PLACE	ACTIONED BY	DATES	FURTHER ACTION		DATES
At lunch time	Children will eat their lunch at their desk all children will be escorted outside and supervised by the group teacher teaching assistant for their break in their designated area. Children will go to the office for first aid if there is no first aider on the playground	Teaching Assistants Lunchtime Staff		Lunch time staff to be briefed in new procedure including preparing play space and any resources; collecting pupils from T&L areas after lunch to playground and returning them. Lunchtime staff to be provided with sanitising equipment for any resources that may be used at this	Lunchtimes to be staggered: 12.45 1.00 1.15 1.30 - 45 mins each session Children to eat lunch in their classrooms. Play time following lunch staggered lunchtime reduced to 45 mins.	

				time. Keep use of resources to a safe minimum	No first aid to be administered on the playground at lunchtime as per medical policy appendix. Individual year group play equipment stored in separate containers and sanitised in between each pupils' use as appropriate. Minimal contact with shared equipment to be encouraged.	
First Aid – isolation	Should a child become unwell we will use the Satellite Suite Room A? front nearest to ramp. to be used prepared with seating, bedding, medical, supplies & PPE	Prepared by 28 05 20 School Admin First Aiders		Purchase additional resources to furnish this space 22 05 20	Use Room C, more isolated and conducive to supervising staff's safety. For equipment see appendix to Medical Policy	
Consider strategies for those pupils whose behaviour may put others at risk	Identify pupils who have SEMH that may prevent compliance adherence to Social Distancing rules. Consider alternative break time arrangement	HT/DH/InclMgr		Speak to parents of pupils, clearly stating the school views and policies and actions with regard to the safety of other	Internal warning and sanctions in the first instance depending on the severity of the infringement of	

	for those who may have difficulty outside at this time. Cordon off any out of bounds areas equipment	Asst Caretaker		Update behaviour policy DH/ Incl Mgr	rules. Update the Behaviour Policy to reflect the school's stance. Share appropriate sections of behaviour policy with parents and carers in an advisory pre-emptive manner 07 09 20	
Update policies to ensure pupils' safety	Review behaviour policy to ensure that children who breach social distancing rules are disciplined and future safety if maintained	DH/Incl Mgr		Share with Governors	Share updates with Governor 03 09 20 CP policy Medical Policy. Behaviour Policy. 07 09 20 Premises Pol Online Policy 14 07 20	Prior to opening
POTENTIAL RISK	ARRANGEMENTS IN PLACE	ACTIONED BY	DATES	FURTHER ACTION		DATES
Vulnerable/SEND / LAC / CP Pupils	Carry out individual risk assessment for these pupils to ensure their needs are met Consider how external agencies will work with the school to protect pupils Consider the need of those pupils personally	HT/ DH/ Inclusion Manager		Liaise with parents  Liaise with external agencies. Make use of available resources. e.g Ed Psych Hannah Harvest	HT, SLT, SENCo, Incl Mgr CTs to speak to parents of agreed identified pupils including those that may not return on day one Staff to use a range of	

	affected by national events during the period of school closure Continue to carry out safeguarding contact for those children who are not attending provision				strategies (including home visits counselling liaison with medical and other professionals) to reassure parents or pupils and establish routines for safeguarding pupils once they are in school 07 09 20	
--	--	--	--	--	---	--