

## **School Re-opening Plan and Risk Assessment**

The school will open for all teaching staff and pupils from Monday 8<sup>th</sup> March 2021 at normal school hours.

Risk area	Actions to manage the risks	Additional control measures	Date achieved
Arrival / departure	<ul> <li>Taxis/buses arrive at rear of building, escorts bring pupils to the back gate</li> <li>Staff/TA on duty to collect pupils from escorts outside the back gate.</li> <li>Pupils wash hands with soap and water in water troughs in playground on entry for 20 seconds.</li> </ul>	<ul> <li>Anti-bac hand gel available at all entry/exit points.</li> <li>Barriers in place to control movement</li> <li>Escorts not permitted to enter the school, unless toilet is needed (must enter from front of school)</li> </ul>	ongoing
Movement around school	<ul> <li>Floor markings in place for a one-way system around the school, and in some corridors, a 2 way system, clearly marked with floor markings to separate opposite directions.</li> <li>FB stairwell to be used for staff/pupils going up and downstairs, (KCA use the stairwell in the "Street")</li> <li>All staff to wear masks/face coverings in</li> </ul>	<ul> <li>Barriers and floor markings in place to control movement to ensure social distancing</li> <li>One person/group up/down stairs at a time</li> </ul>	June 2020 8.3.21
	communal/shared areas of the school and corridors, but not needed in FBS classrooms		
Signage	<ul> <li>Signs up to remind staff and pupils of social distancing.</li> <li>Signs up for 1-way or 2-way (separated) movement around the school</li> </ul>	<ul> <li>Signs and posters will be up to remind people of the symptoms of CV-19, and latest health advice from the DfE and PHE.</li> </ul>	22.6.21
Groupings	<ul> <li>Classes/staffing to resume as normal.</li> <li>FBS will be one 'bubble'</li> </ul>	<ul> <li>Staff to maintain as much social /physical distancing as possible between each other and be aware of</li> </ul>	1.9.20 8.3.21

		space when communicating/moving around school.	
Staffing	<ul> <li>Complete a review of individual staff risk assessments for higher risk category staff (clinically extremely vulnerable) and for clinically vulnerable (pregnant) staff.</li> <li>Business team and BSL team (office based staff) may be able to work from home to reduce the number of staff in school; a minimum number of reception staff in the office to manage the front desk.</li> <li>Catering staff work in isolation in the kitchen.</li> <li>Staff breaks in the staffroom with social distancing as far as possible and masks/face covering.</li> <li>Clinically extremely vulnerable staff – staff who are shielding should continue to stay at home, even if</li> </ul>	<ul> <li>Staff are able to apply to Camden council for car parking permits if still available – exceptional circumstances/reasons</li> <li>Staff able purchase bikes through Camden 'cycle to work' scheme.</li> <li>Staff to wear face covering/gloves if using public transport. (face covering mandatory on public transport since 15<sup>th</sup> June) unless exempt.</li> <li>Staff who have received vaccinations to inform headteacher of dates.</li> </ul>	1.9.20 8.3.21 Ongoing
	<ul> <li>they've received the vaccine</li> <li>Clinically vulnerable staff – can come into school if they can't work from home. If in school, they must follow the protective measures you have in place</li> </ul>		Updated guidance - March 2021
	<ul> <li>Staff who may be otherwise at increased risk of coronavirus – those at particularly high risk because of a range of underlying health conditions should now have been included in the clinically extremely vulnerable category and will be receiving a letter to confirm this. Others that may feel at increased risk (such as BAME staff) can come into school if they can't work from home. Consider putting specific protective measures in place (you may want to complete individual risk assessments to help with this)</li> <li>For other staff, there have been no changes to the arrangements previously in place (see the column to the left to find out what these are) – but we've taken the opportunity to add a reference to the government guidance for pregnant employees.</li> </ul>		

Classrooms	<ul> <li>Each child to have own desk/workstation with own stationery set, chair, resources, etc.</li> <li>Each child to have their own zipped plastic wallet containing their own stationery, not to be shared with others as far as possible.</li> <li>All soft toys/furnishing that is difficult to clean to be removed from classrooms and put in the KS1/2 Curriculum resource store-room.</li> <li>Coats to be hung on chair, bags to be kept under child's own desk.</li> <li>Each child to be given a set of reading books (ORT, PM, Big Cat) to be kept at school, and try to avoid sharing if possible.</li> <li>Doors to be kept open to increase air flow and ventilation</li> <li>Pedal bins to dispose of items to ensure no contact with lids</li> <li>Each child has own water bottle on desk.</li> </ul>	<ul> <li>Door wedges to keep doors open</li> <li>Use pedal bins only</li> <li>Antibac hand gel, soap and toweling paper and tissues stocked each day</li> <li>Each class has own cleaning kit with anti-bac/disinfectant spray readily available to wipe down surfaces throughout the day, e.g. door handles, sink/tap, desks and chairs, ipads, etc. to be cleaned/wiped down regularly throughout the day.</li> <li>Interactions carried out where possible from a distance</li> <li>Staff can stay at adult height when interacting with children, but not essential</li> <li>Staff to be mindful of communication needs of pupils, e.g. touching/tapping for attention, etc.</li> </ul>	1.9.20
Clothing	<ul> <li>School uniform to be worn – reminder to parents to wash/clean regularly.</li> <li>Children to bring a spare change of clothes to change into if needed. (esp EYFS)</li> </ul>	<ul> <li>Staff to wear fresh/clean clothes as far as possible</li> </ul>	22.6.20 1.9.20 8.3.21
Toileting	<ul> <li>Only 2 pupils in a toilet at any time, supervised by staff to ensure 1 in/1 out.</li> <li>Disabled toilet to be used by children in wheelchairs only.</li> <li>Staff to use staffroom toilets only.</li> <li>Toilet cleanliness to be monitored twice a day by facilities team.</li> <li>Disposable toilet seat covers provided in adult toilets with soap/ hand sanitizer/hand moisturizer.</li> </ul>	<ul> <li>Ensure pupils wash hands thoroughly after visiting the toilet for 20 seconds.</li> <li>Staffroom disabled toilet - ensure the shower is working for staff who may want to take a shower on arriving at school. Staff to use own toiletries &amp; remove from the toilet after using the shower &amp; keep in the classroom/alcove.</li> </ul>	22.6.20 1.9.20 Ongoing.

Break times/playtimes	<ul> <li>Follow set break/play times –separate from KCA and in separate designated areas</li> <li>Zone off playground areas (if required) to keep FBS and KCA pupils separate</li> <li>Water/drinking fountains to be sealed off</li> <li>Set up play equipment box for FBS, separate from KCA</li> </ul>	<ul> <li>Only equipment that can be cleaned/wiped down after each play session will be used</li> <li>Limited Snug equipment can be used on upper play deck.</li> <li>First aid box to be available in the playground out of reach of children.</li> </ul>	1.9.20 8.3.21
Lunchtimes/eating	<ul> <li>FBS to eat in the small hall.</li> <li>Kitchen staff prepare meals to be brought to the tables in hot trays for each table.</li> <li>Staff on duty to serve food at each table.</li> <li>Establish staff rota for lunchtime duty</li> <li>Magic breakfast to be held in classrooms at the start of the day after 9am.</li> </ul>	<ul> <li>Staff leaving/arriving for duty to support with clearing tables and wiping down for next sitting (KCA)</li> </ul>	1.9.20 8.3.21
Curriculum /timetable	<ul> <li>Resume normal curriculum and timetable of activities</li> <li>Primary focus on social/emotional wellbeing activities on return to school and 'settling in' after lockdown.</li> <li>Consider separate EYFS and KS1/2 assemblies if needed</li> <li>No whole school events to be hosted at school until further review</li> <li>PE lessons with external trainers/visitors in MUGA – following Covid-19 risk assessment and safety guidelines.</li> <li>Practical subjects/activities to be carefully considered to avoid sharing resources/equipment through risk assessments</li> <li>Review risk assessments for individual pupils where required.</li> <li>Pupils to be briefed regularly on current climate, safety measures and the importance of keeping safe, handwashing, cleaning, etc.</li> </ul>	<ul> <li>Consider shared safe handling of books/papers for marking, reading books – wash hands after handling</li> <li>Try to use online books/resources where possible.</li> <li>Educational visits on hold until review. EYFS trips can continue to local outdoor venue following risk assessment, e.g. local park.</li> <li>Any pupils shielding and remaining at home will be provided with work to do at home, but not live teaching, unless 1:1 TA assigned to deliver short zoom sessions.</li> </ul>	1.9.20 8.3.21

Communal rooms	<ul> <li>Staffroom furniture to be arranged to facilitate social distancing and limit number of people in the room</li> <li>Staffroom shared with both schools but limited numbers to allow social distancing</li> <li>Transparent screens installed around the reception desk in the office.</li> <li>The library will be out of use and cordoned off.</li> </ul>	<ul> <li>Photocopier to have wipes or spray with cloth next to it so that we can wipe the keypad/buttons before/after use.</li> <li>Staffroom to kept clean/tidy at all times. No crockery or cutlery to be left lying around – this MUST be put in the dishwasher after use of washed with soap and water.</li> </ul>	22.6.20 1.9.20 8.3.21
Health and safety/infection control	<ul> <li>Use water troughs in the playground for handwashing after play/on entry to school.</li> <li>All touch points, e.g. door handles, PCs, keyboards, surfaces to be cleaned down regularly by Facilities Team</li> <li>PPE equipment available for close contact with pupils, e.g. toileting support, nappy changing, tube feeding, dealing with sick child, etc.</li> <li>Enhanced after-school cleaning – cleaners to clean thoroughly all communal areas and classrooms.</li> <li>The mechanical ventilation in school uses fresh (not re-circulated) air turned up to full capacity.</li> <li>'Catch it, bin it, kill it' for all tissues used to contain sneezes and coughs</li> </ul>	<ul> <li>PPE equipment to include, gloves, gown/apron and clear face visors when administering first aid or close personal care, where appropriate.</li> <li>Visual handwashing posters to be displayed around the school and in toilets to remind everyone to wash their hands regularly following PHE advice.</li> </ul>	22.6.20 1.9.20 8.3.21
Behaviour management	<ul> <li>Follow behaviour policy addendum</li> <li>Pupils with challenging behavior will have 2 staff in the bubble to administer positive handling wearing PPE – gowns, gloves and masks/visors</li> <li>Child to be safely removed from the bubble classroom to an isolation room (SENCO lounge) which will only be used by pupils/staff in that bubble.</li> </ul>	<ul> <li>SMT member will be on standby to offer support, also donned in protective gear.</li> <li>Parents to be informed, and may be asked to keep child at home following an individual risk assessment.</li> </ul>	1.9.20 8.3.21

First aid	<ul> <li>First aid kits in each classroom</li> <li>Essential medication for pupil to be kept in child's classroom and stored in locked cupboard</li> <li>Ensure each group has a trained paediatric first aider</li> </ul>	Assign/train staff to administer specific medication if required	1.9.20 8.3.21
Visitors	<ul> <li>Only essential visitors to be allowed, or any visitors at the discretion/approval of the headteacher.</li> <li>If anyone other than regular staff need to come in, they are made aware of health and safety procedures in school.</li> </ul>	<ul> <li>No parents/non-essential contractors to be allowed in the building without prior appointment and must be essential, or arranged via phone/video call</li> </ul>	1.9.20 8.3.21
Parents	Communicate all plans for re-opening with parents to reassure them on safety measures in place	<ul> <li>Parents to be informed that school attendance mandatory from 8<sup>th</sup> March unless advised to shield by GP (with evidence of letter)</li> </ul>	22.6.20 25.2.21
Professional services	<ul> <li>SALT, OT, PT, music teachers to resume sessions safely (following own and school risk assessment)</li> <li>Clear visors may be used, but not essential</li> <li>Social distancing as far as possible.</li> </ul>	<ul> <li>Professionals to carry out and share own risk assessments following safe practice, where applicable.</li> </ul>	1.9.20 5.3.21
Training	<ul> <li>Staff training to be carried out virtually as far as possible</li> <li>Staff meetings/team meetings resume at school – socially distanced as far as possible.</li> </ul>	School leaders arrange training virtually where possible.	1.9.20 ongoing
Emergency procedures	<ul> <li>Usual emergency procedures to be followed as in our policy, with addition of social distancing adhered to as far as possible.</li> <li>Update PEEPS for pupils with additional SEN</li> </ul>	<ul> <li>Fire alarm = leave enough space between pupils when lining up/walking</li> <li>Sleeping lions = groups hide together in their 'bubbles' in alcove/resource cupboards with staff distanced from each other where possible, wearing masks/face covering</li> </ul>	ongoing

Transport services	Request sight of updated risk assessments	Ensure transport services are informed	August 2020
Transport services	<ul> <li>Inform escorts of H&amp;S measures and procedures in school</li> <li>School to confirm that transport is safe and that pupils are socially distanced as far as possible in the vehicle.</li> </ul>	Escorts to wear face coverings/gloves as appropriate (following LA risk assessments and guidance)	25.2.21
Testing	<ul> <li>Staff to do LFD tests (self-administering) at home twice a week on Mondays/Thursdays. (not mandatory) and record results on Arbor and report to NHS via website/phone.</li> <li>A negative result means you can go to work/school.</li> <li>A positive result means staff must stay at home and self-isolate for 10 days and inform the headteacher/line manager, and arrange for a PCR test to confirm the positive result.</li> <li>Anyone who has previously received a positive COVID-19 PCR test result should not be re-tested (with PCR or LFD) within 90 days of that test, unless they develop any new symptoms of COVID-19.</li> </ul>	<ul> <li>If you have completed 10 days of isolation and get a new bout of COVID-19 symptoms, you must self-isolate immediately and book a PCR test.</li> <li>School to keep a record of all staff LFD test results on Arbor</li> </ul>	8.3.21 ongoing
Symptoms or case of CV-19	<ul> <li>If anyone in the school/s develops symptoms or is confirmed with CV-19, they must inform the HT or DHT, and go home immediately/child wait in the isolation room and parents to collect child as soon as possible.</li> <li>Staff/parents must contact NHS to arrange for a test asap and inform their line manager of the outcome.</li> <li>They should not have contact with others, self-isolate for 7 days and others in their household to self-isolate for 14 days following government guidance.</li> <li>If more than 2 confirmed cases of CV-19 in either school (adults or children) DS/EF to get advice</li> </ul>	<ul> <li>Staff to be alert for symptoms, e.g. persistent coughing, difficulty breathing, fever/high temperature, loss of taste/smell.</li> <li>Designated Child-friendly isolation room with a toilet for exclusive use set up.</li> <li>Remind parents of CV-19 symptoms and advise not to send their child into school.</li> <li>If test is returned negative, then the person with symptoms (when recovered) can return.</li> </ul>	1.9.20 8.3.21 and ongoing

- from PHE/local Health Team for advice on closure
- SMT to inform all staff if there is an outbreak and advise on next steps.
- The whole school may need to self-isolate at home for 10 days (but not their household) unless they develop symptoms, or advised by Track and Trace, or at the discretion of SMT.
- In the event of school closure, remote learning to resume online as during lockdown.

Consultation with staff: Emailed out 5<sup>th</sup> March 2021

Date set: 8<sup>th</sup> March 2021

**Review date**: 26<sup>th</sup> March 2021 **Review date**: 30<sup>th</sup> April 2021

Created by:

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8<sup>th</sup> March 2021