



CORNERSTONE SEPT 20 REOPENING RISK ASSESSMENT & PROCEDURE

Location / Site	CORNERSTONE CE PRIMARY
Activity / Procedure	Full School Reopening for all classes full time.
Assessment date	6 July 2020
Assessment serial number	1

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

Cornerstone Aims:

- Ensure safety is maximised, risks are minimised and a health sense of 'normality' supports positive mental health and wellbeing of all.
- Enable all children from all classes, staff and parents to re-establish the Values, Vision, rules, systems, routines, expectations of Cornerstone.
- Enable key learning from the previous year group to be revised, and focus on gaining mastery of current year group Curriculum.

Red font: control measures from DfE Guidance – Guidance for full opening of schools (2.7.2020).

DfE guidance (2.7.2020) for Schools states:

- Returning to school is vital for children's education and for their wellbeing... the balance of risk is now overwhelmingly in favour of children returning to school.
- (Schools can) put in place proportionate protective measures for children and staff
- The system of controls provides a set of principles and if schools follow this advice, they will effectively minimise risks. All elements of the system of controls are essential. All schools must cover them all, but the way different schools implement some of the requirements will differ based on their individual circumstances.
- School leaders will be best placed to understand the needs of their schools and communities, and to make informed judgments about how to balance delivering a broad and balanced curriculum with the measures needed to manage risk.



Identify hazard	
Transmission of Covid-19 between people.	
Control measures	
<ol style="list-style-type: none">1. Pupils, staff and other adults do not come into the school if they have <u>coronavirus (COVID-19) symptoms</u>, or have tested positive in the last 7 days.2. Parents / staff must inform school office immediately of the results of a Covid-19 test.3. Manage confirmed cases and local outbreaks in liaison with the Local Health Protection Team.<ul style="list-style-type: none">• Email H1OW@phe.gov.uk or phe.hiow@nhs.net• Telephone 0344 225 3861• Out of hours advice 0844 967 00824. If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>'. 5. If a child is awaiting collection by a family member / agreed adult they will be seated (if dry and warm enough) on a chair outside the main school entrance accompanied by a member of staff who should keep physical distance. If it is raining or cold the child will be sat in Reception and supervised from the office.6. If the child needs to use the toilet whilst waiting to be collected, they should use the disabled toilet in the main corridor and then a closed sign should be placed on the door until it has been thoroughly cleaned.7. PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained.8. Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves.9. Parents and visitors will only be allowed to access the Reception area of the building if they have an urgent need which cannot be managed through a phone call / email / placing of documents in the school letter box, to communicate with staff who will remain in the school office. Only one adult will be allowed in the Reception area at any one time.10. No volunteers will be allowed to work with pupils or staff during the first half-term of Autumn. This decision will be reviewed in October in preparation for the second half-term of Autumn.	

Identify hazard	
Safeguarding of pupils.	
Control measures	



1. Procedures laid out in the school's Child Protection policy, Safeguarding policy and the national "Keeping Children Safe in Education" (2020) guidance remain in place
2. Safeguarding remains everyone's responsibility. Staff must continue to inform Designated Safeguarding Leads (DSLs) of concerns / disclosures and continue to use the school CPOMS system to record and share information
3. DSLs will continue to be available at all times for staff, and to work in partnership with families and a wide range of external agencies.

Identify hazard

Covid-19 remaining on people's hands and being transmitted.

Control measures

1. **Pupils and staff will clean their hands regularly.**
2. All children and staff must wash their hands for at least 20 seconds with soap and running water and then dry them thoroughly:
 - On arrival.
 - Before and after going to the toilet.
 - After playtimes.
 - Before lunch and after lunchtimes
 - After they have sneezed / coughed.
 - If they sneeze or cough into a tissue, this must be placed in the nearest bin and then hands washed. Highlight the slogan: "Catch it, bin it, kill it".
3. Soap dispensers will be checked and refilled on a daily basis.

Identify hazard

Transmission of Covid-19 through respiratory systems.

Control measures

1. If people sneeze or cough into a tissue, this must be placed in the nearest bin and then hands washed with soap and running water. Staff will regularly highlight the slogan: "Catch it, bin it. Kill it".
2. **Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review.**
3. All windows and external doors kept open and air conditioning units off (unless cold temperatures require doors and/or windows to be closed).

Identify hazard

Indirect transmission of Covid-19 due to lack of cleaning.



<u>Control measures</u>	
	<ol style="list-style-type: none">1. Agreed enhanced Cleaning Schedule to be used on a daily basis.2. All frequently touched surfaces, handles, toilets and rooms will be cleaned each day using diluted bleach, disinfectant or Milton solutions.3. Agreed PPE will be worn by all staff undertaking cleaning.4. Soft furnishings and soft / cloth toys will be removed from use.5. Cleaning hours to be increased.

<u>Identify hazard</u>	
	Mixing of classes of pupils and staff.
<u>Control measures</u>	
	<ol style="list-style-type: none">1. Schools must do everything possible to minimise contacts and mixing, reducing the number of contacts between children and staff, while delivering a broad and balanced curriculum.2. Children will remain in their class 'bubbles' and will not mix with children from other 'bubbles'.3. Children and staff will not physically touch other people, unless there is a significant need for a child to be supported due to a physical injury.4. Children will be encouraged to maintain a distance of 1 metre from each other as often as possible. We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.5. Physical distancing charter created for and with the children – (Include instructions how to line up, use of toilet, moving around the classroom etc).6. Staff will clarify the school Behaviour rules and expectations with all class 'bubbles'. Rewards and sanctions will continue to be used as previously (prior to school closure).7. Each class 'bubble' will create a set of agreed class rules / Charter for behaviour.8. Staff will be encouraged to maintain a distance of 2 metres from each other as often as possible. All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.9. After school Staff Development Meetings will take place in person in the Hall with staff sat on chairs at a 2-metre distance from each other10. Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible.11. Y2-Y6 will eat lunch at their tables in their classroom. YR and Y1 will eat lunch in the Hall due to the lack of tables in their classrooms.12. Collective Worship will take place either in individual classrooms with one class 'bubble' or remotely through Microsoft Teams for multiple class Collective Worship.13. The staffroom is limited to 4 staff at any one time. The offices are limited to 3 staff at any one time.14. Staff can also use the Time Out room to eat their lunch or to sit during their breaks.15. The Library will be out of use to children for the first half of Autumn 1. Staff will be allowed to collect books from the Library to use with their class. These books should be stored untouched for 72 hours prior to being returned. This will be reviewed in October in preparation for the second half-term of Autumn.



16. No school clubs / external lettings during Autumn term 2020.

<u>Identify hazard</u>	
Mixing of pupils and staff in 'bubbles' - Classroom measures.	
<u>Control measures</u>	
<ol style="list-style-type: none">1. Staff and pupils should avoid close face to face contact and minimise time spent within 1 metre of anyone.2. For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible.3. Schools should make small adaptations to the classroom to support distancing where possible.4. In Y2-Y6 classrooms the children will sit at a designated space for the week. The tables will be separated with 2 children sat at each table (one on the width and the other at the far end of the length) ensuring they can easily see the teacher and classroom board.5. In Y1 there will be separate tables, but also a large carpet area with a rug identifying designated spaces.6. In YR there will be minimal practical equipment as much as possible. There will be no soft materials or dressing up clothes in YR or Y1. There will also a large carpet area with a rug identifying designated spaces.7. Pupils will use their pegs for coats and bags, their trays for their books and a limited range of shared class resources.8. Staff will give pupils a pencil, ruler and other individual equipment, for them to keep in their tray and for their use only. No children to bring in pencil cases.9. All windows and external doors kept open and air conditioning units off (unless cold temperatures require doors and/or windows to be closed).10. Catch-up Support Tutoring sessions will take place in the class 'bubble' classroom, led by the class teacher and only involve a small group of pupils from the class 'bubble'.	

<u>Identify hazard</u>	
Mixing of groups of pupils and families.	
<u>Control measures</u>	
<ol style="list-style-type: none">1. Schools should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school.2. YR and Y1: 8.50-3.003. Y2-Y4: 8.40-3.204. Y5 & Y6: 8.30-3.105. All children should enter their classroom by the direct external door.6. Signs displayed reminding parents and children about the physical distancing requirements whilst moving around the school site.	



7. Communication issued to parents so they are aware of the physical distancing requirements.
8. Tyres placed on the playground to identify physical distancing spaces for families at drop off and pick up times.
9. Gate by Year R used for all pupils and families entering the school site.
10. One-way system so all pupils and families exit the school site by the gate by the Hall.
11. If a member of staff has a child at Cornerstone, they should drop off / pick up their child from their child's classroom as usual. If it's an older child staff in their class may be able to allow them to come in earlier / stay later to enable the parent member of staff to undertake their duties.

Mixing of class 'bubbles' at playtimes and lunchtimes.

1. Playground and Field split into 4 sections. Tyres designate different sections
2. YR will have use of their quarter of the playground and field at any time.
3. Playtimes:
 - Y1, Y3, Y5: 10.10-10.25 and 1.40-1.55 (Y1)
 - Y2, Y4 & Y6: 10.30-10.45 and 2-2.15 (Y2)
4. Lunches will be eaten and class stay inside for the first 30 minutes.
5. During the second 30 minutes the class will play outside in one of the designated areas
6. YR and Y1 will eat in the Hall in 2 separate sections. Tables and chairs will be cleaned after use. When dry Y1 will enter and exit the Hall through the Playground Hall doors.
7. Y2-Y6 will eat lunch in their classrooms. Hampshire catering staff will bring hot dinners to classrooms
8. Lunchtimes:
 - YR: 11.30-12.30 (lunch at 11.30)
 - Y1 & Y2: 11.45-12.45 (lunch at 12.00 and 11.45)
 - Y3 & Y4: 12.10-1.10 (lunch at 12.10 and 12.20)
 - Y5 & Y6: 12.30-1.30 (lunch at 12.30 and 12.40)
9. The Trim Trail will be closed to all children at all times.
10. Each class will have a selection of outdoor play equipment which they can use at playtimes and lunchtimes (same colour per class). This equipment must be returned to their class box and not shared with pupils from any other 'bubbles'.
11. If children need the toilet at playtime/lunchtime they should go through their classroom to access the same toilets as during lesson times. No entrance into the Hall.

Identify hazard

Mixing of class 'bubbles' using toilets and poor hygiene



Control measures

1. All toilet cubicles will be available for use.
2. Only 1 boy and 1 girl allowed from each class at a time (YR-Y3: main building toilets).
3. Only 1 child allowed from each class at a time (Y4-Y6: Y4-Y6 toilets).
4. Toilet cubicle doors will have the Class name picture to show which cubicle is assigned to which class.
5. Children must wash their hands before going to the toilet (in the classroom) and after they have been (in the sink in the toilets).
6. Extra signs in toilet re washing hands.
7. Toilet room doors to be kept open in the main building (as usual) for supervision by staff.
8. If children need the toilet at playtime/lunchtime they should go through their classroom to access the same toilets as during lesson times. No entrance into the Hall.

Identify hazard

Mixing of class 'bubbles' in the corridors.

Control measures

1. Pupils stay in their class 'bubble' in their classroom and accessing the outdoors from classroom external door.
2. Only 1 boy and 1 girl allowed from each class at a time (YR-Y3: main building toilets).
3. Only 1 child allowed from each class at a time (Y4-Y6: Y4-Y6 toilets).
4. Agree instructions with children when going and returning to toilet. Stay on the left-hand side of the corridor if someone else is coming the other way on the other side of the corridor.
5. There will be one table with two chairs in the corridor for Y1, Y2 and Y3. These tables will be kept separate and only children /staff from those class 'bubbles' can use them.
6. When moving class around the school – 1 metre between children – one adult at back insisting the distance is maintained – regularly practice this in the first few days

Identify hazard

Contact of shared resources.

Control measures

1. Children given their own stationery on their first day, which they keep in their tray.
2. Resources in the classroom to be kept minimal.
3. These minimal resources can be used and shared with a class 'bubble'.
4. If centrally stored resources are used, they must be kept untouched for 72 hours before being returned.
5. iPads and Laptops will need to be wiped down with a slightly damp cloth before being returned trolleys.



6. PE should take place outdoors whenever possible with minimal equipment, which should be stored in the classroom and only used by that class 'bubble'.
7. On the days when the class has PE, the children will come into school in their PE kit and can remain in this kit for the whole day.

Identify hazard

Wellbeing and Mental health of pupils.

Control measures

1. Pupils to have their own class teacher and other known staff within their class 'bubble'.
2. A weekly Wellbeing Project class session.
3. Additional Circle Times as appropriate and decided by class teacher / staff team.
4. 1 metre physical distanced ELSA provision available for pupils referred by staff (individual or group from same class 'bubble' sessions) preferably outdoors or in the Hall (by an open door). Any resources used must be wiped down.

Identify hazard

Wellbeing and Mental Health of staff.

Control measures

1. Inclusion of all staff in planning process of school reopening – input into hazard identification and control measures.
2. Use of Microsoft Teams to support communication with individuals and groups in the staff team.
3. Sharing of support help: Hampshire County Council and Teacher Support Network.
4. At least one SLT member of staff on site every day for staff to share concerns with.
5. Risk assessments reviewed with staff input.
6. PPA weekly for teaching staff.
7. School closed and no Childcare provision during the summer holidays.

Identify hazard

Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus

Control measures

1. Use the school's "Restrictive Physical Restraint" procedures. This advises any intervention should be necessary, proportionate and for the shortest amount of time possible.
2. Masks to be purchased and used as required by close contact staff.
3. Extra disposable aprons, masks and gloves ordered.



4. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way that other children or staff are put at risk.

OVERALL level of risk	Consider level of risk following use of control measures HIGHLIGHT the appropriate assessment of risk	
NOT REDUCED THE OVERALL RISK	REDUCED THE OVERALL RISK TO SOME DEGREE	CONSIDERABLY REDUCED THE RISK
Assessor's comments	Insert comments relevant to findings as appropriate	

Name of assessor	Signature of assessor	Date
Tim Clarke / Dawn Gadd	<i>T.R. Clarke Dawn Gadd</i>	6 July 2020

Headteacher's comments	Insert comments relevant to assessment as appropriate
<p>This Risk Assessment has been produced alongside the School Reopening Staff Document. This document has been shared with all staff for comment / discussion. Risk Assessment discussed in detail by SLT. The Risk Assessment has been shared and discussed with the FGB. This Risk Assessment will also be shared with staff and parents prior to school reopening.</p>	

Name of headteacher	Signature of headteacher	Date
Tim Clarke	<i>T.R. Clarke</i>	10 July 2020

Risk assessment review 1	
Date	After Day 1
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	



Who was involved in the Review
Signature of those involved in the Review

Risk assessment review 2	
Date	After Day 3
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Risk assessment review 3	
Date	After Day 5
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Risk assessment review 4	
Date	After second week
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	



Who was involved in the Review
Signature of those involved in the Review

Risk assessment review 5	
Date	After third week
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Risk assessment review 6	
Date	After fourth week
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	