



The table below should be used as a guide to help control risks associated with COVID-19, it does not replace specific risk assessments that should be undertaken. Any risk assessment should be regularly reviewed in line with government advice and changes to working practices.

Government guidance is for schools to plan to be fully opened in September.

Please also see the DfES guidance page “**Education and childcare**” (<https://www.gov.uk/coronavirus/education-and-childcare>), which includes the latest “**Guidance for full opening: schools**” (<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>)

Establishment Name: Federation of Savile Town CE (C) & Thornhill Lees CE (VC) I & N Schools

Date: August 2020

Name of Person Completing this Form: Debbie Douglas

Considerations to Mitigate Risks	School Actions to Mitigate Risks
<p>1. Health and Safety of Staff</p> <p>(a) Mental health and well-being</p> <p>(b) Shielding staff</p> <p>(c) Staff living with someone who is shielding</p> <p>(d) Staff who have to self-isolate</p> <p style="padding-left: 20px;">1. If a member of staff develops symptoms:</p>	<ul style="list-style-type: none"> • Regular discussions with ALL staff regarding their wellbeing, (cover personal health conditions i.e. asthma, diabetes etc., and mental health,). • Individual conversations regarding any concerns with staff members. • Staff have contact details for the headteacher and can contact at any time. • Table available, and in use, for determining individual staff member infection risk. • Individual risk assessment completed for those requiring it, prior to re-entering the school environment • Communicate on families/home life e.g. whether they or family members have symptoms or are self-isolating. • Send staff for a test should a child in their class have a positive test and close the class for all to be tested. All can be readmitted once a clear test is back. Deep cleaning of the environment to have take place before readmittance. • Record information on a weekly table. • Review staffing to ensure sufficient numbers available whether Teaching, TA’s or Support to manage the increased pupils attending

	<ul style="list-style-type: none"> • Maintaining staff wellbeing and providing support where required, offer Employee Healthcare etc. • Refer to school specific staff rota • Normal sign in procedures will be in place- using barcodes. Please use sanitizer/ wipes after touching the screen • Staff may decide to wear a mask or visor. This will be supported by the SLT. • Young children do not need to wear a mask (Public Health guidance)
<p>2. <u>Preparing to welcome children into school</u></p> <p>(a) Parents/Carers</p> <p>(b) Welcoming all children back</p> <p>(c) How are you preparing the site?</p>	<ul style="list-style-type: none"> • Letters sent home to parents prior to the summer holidays about arrangements for September. • Information shared via School Jotter, Parent Mail and also the Class Dojo system. • All parents to receive a door step visit from the new class teacher and support prior to their child starting with information about coming back to school shared. • Email and telephone contact details have regularly been shared with parents and carers throughout the Summer, and previous to this. • Telephone and email discussions have taken place with a number of parents. • Classrooms set up following the Government guidance • Staffing planned to be as static as possible. PPA cover planned for minimal movement of staff. • Staff advised to avoid working face to face, adopting a side by side position. • No volunteers working in school. • Rooms to be well ventilated • Daily classroom checklists are in place. • Everyone in school must wash their hands on entering and after being outdoors for playtimes. • Classes assigned to certain toilets. • Staggered drop off and pick up times • One way system for drop off and pick ups. • Lunches to be provided in classrooms with assigned lunchtime supervisors for each class. Two members of staff present at all times.
<p>3. <u>Reception Areas/Visitors/Deliveries</u></p>	<ul style="list-style-type: none"> • Meetings to be held virtually, as much as possible • Communications with school to be via telephone or email where possible



<p>There will be a need to consider your reception area and how to manage visitors and deliveries:</p>	<ul style="list-style-type: none"> • Should face to face meetings need to take place, ensure a 2 m distance and in a well ventilated room, and everyone will requested to wear a mask. • Reception areas and offices to be well ventilated. • Staffing in offices to be socially distanced. Some staff may be asked to work from home for part of their hours, or in other areas of school. • Air conditioning units and fans are to be avoided at this time. • Clear signage is in place at the entrance of each building • Office staff to use intercom system before opening the main door if available (Thornhill Lees) Not available at Savile Town but main door open to lobby area, then inner door can be released through button in office. • Hand sanitiser/ wipes available in entrance foyer • Staff to have their own stationary. • Essential ordering of equipment only. • Deliveries to be dropped off outside the main door. • Any maintenance work planned outside the hours that children are on the premises, unless in an emergency.
<p>4. <u>Entering and Leaving the Site</u></p> <p>How will you ensure a safe arrival and exit for children, staff and parents?</p>	<ul style="list-style-type: none"> • Arrival and leaving times to be staggered. • Parents to undertake social distancing whilst waiting with/for their child. Signs in outside spaces out at 2m, and also member of staff on outdoor duty ensuring signs are being used. • Signage in place around school. • Children to be dropped off at playground gates and met by staff from their own classes. • Children to be picked up from the playground gates at the allotted pick up time. • One way system in place on the school grounds. • Parents to ensure children have their own water bottle. • No items to be brought from home. • Letters explaining this will be taken to parents on the home visits prior to the children starting.
<p>5. <u>Moving in and around school</u></p> <p>There will be a need to minimise the movement around school for everyone’s safety.</p> <p>2.</p>	<ul style="list-style-type: none"> • Children will enter their classroom from the outside doors, and leave through the same route. (Year 2 at Thornhill Lees will use the landing entrance and hall doors) • Lunches will be served in their individual classrooms (Reception at Thornhill Lees will be using the school hall. They will enter from the ramp and leave that way as well) • Children will be escorted to the toilet

	<ul style="list-style-type: none"> • Staggered break times/ outdoor lunch times to take place. Some zoning of outdoor areas at Thornhill Lees. • Children to wash their hands in their classrooms on entering school and after play times.
<p>6. <u>Classrooms</u></p> <p>There will be a need to ensure as much social distancing as possible.</p>	<ul style="list-style-type: none"> • Classrooms are set up following the Government guidance • Classrooms to be well ventilated at all times. • Air conditioning units and fans to be avoided. • In Years 1 and 2 forward facing tables • In Early Years spacing when using provision areas and tables. • Less resources on shelves for children to handle and these are washed regularly. • Soft furnishings and soft toys are removed. • Staff in classroom are responsible for the cleaning of resources • Individual packs of pencils and equipment for children in Years 1 and 2. • Regular hand washing and outdoor times built into the day. • Staff to be socially distances from other staff members at all times. • Staff to avoid face to face working with pupils, using side by side instead. • Bins with lids on in all classrooms. • Cleaning equipment (wipes and antibac) in all classes, stored at height away from children.
<p>7. <u>Toilets</u></p>	<ul style="list-style-type: none"> • Allocated toilets for each class (Class picture on toilet door) • Soap and paper towels available, checked before school and at lunchtime. • Additional cleaning of toilets part way through the day/ between Nursery sessions. • Used paper towels disposed of part way through day.
<p>8. <u>Lunchtimes</u></p>	<ul style="list-style-type: none"> • Lunches to be eaten in classrooms (apart from Reception at Thornhill Lees who will use the hall) • Staggered outdoor times over lunchtime • Named supervisor with each class and another member of staff. • Supervisors to collect the food and take to the classrooms. • Tables to be antibac wiped prior to eating and after. • Rubbish to be in tied bin bag and placed in outdoor bin. • Staff will have staggered lunchtimes. Staffrooms/ Resource room at Thornhill Lees (Key Stage 1 staff in staffroom and Early Years staff to use

	<p>the Resource Room) can be used but social distancing must take place at all times.</p> <ul style="list-style-type: none"> • Staff are requested to bring their own cup, cutlery, lunchbox etc. • Staff to wash their hands before using the shared staff room and before re-entering the classroom.
<p>9. <u>Outside Playtimes</u></p>	<ul style="list-style-type: none"> • Playtimes to be staggered for each class at Savile Town and Year groups at Thornhill Lees. • Playground zoned at Thornhill Lees for the different year groups. • Class teachers and staff will be outside with the children. • Class First Aid kits to be taken outside. • Individual class play equipment boxes to be taken out. • Children to wash their hands on re-entering school.
<p>10. <u>First Aid</u></p> <p>There will be a need to minimise direct contact with children.</p>	<ul style="list-style-type: none"> • Trained First Aiders on site • PPE available for use. • Classroom set aside for First Aid with equipment present. • Each class has a First Aid kit to take outside and at lunchtime • If a child displays Covid symptoms they will be taken to the First Aid Room, and parents called to come and collect their child. The parent will be requested to take their child for a test and report the findings back to school. The child may come back into school following a negative test, or 14 days after displaying symptoms if they are symptom free. • First Aid room to be well ventilated • A deep clean to take place if the room has been used for someone displaying symptoms of Covid. • If a staff member displays symptoms they will be asked to go for a test and isolate until the test result comes back. If negative they can return to school. If positive they must isolate for 14 days, returning after that once symptom free.
<p>11. <u>Cleaning</u></p> <p>You need to consider the cleaning arrangements:</p>	<ul style="list-style-type: none"> • A thorough deep clean of all the school has taken place prior to reopening in September. • Hand-dryers have been turned off and paper towels provided. • Staff members must use their own stationary in school. • Works area, phones, keyboards and mice need regular cleaning.



	<ul style="list-style-type: none"> • Door handles, keypads etc must be cleaned at regular intervals throughout the day. •
<p>12. Vehicles</p>	<ul style="list-style-type: none"> • Staff to avoid sharing a car with non family members • Staff to avoid using public transport. Please inform DD if you are using public transport for a further risk assessment to be completed. • One parent to pick up their child from school. • If someone other than a parent is picking up school needs to be notified. •
<p>13. Symptomatic/positive Cases</p> <p>- Follow the latest advice which can be found on Kirklees Business Solutions (Emergency Planning resources page)</p>	<ul style="list-style-type: none"> • Follow the latest guidance from the DFE and Public Health.

For risks not covered here, you can contact the Emergency Planning emergency.planning@kirklees.gov.uk - Office hours 01484 221000 (ask for emergency planning) out of hours 07773 334999 (schools use ONLY), **Corporate Safety Unit** Tel: 01484 226457 Email: IRO1.CorporateSafety@kirklees.gov **or Infection Prevention and Control Team for information** 01484 221000 ext.75296 Email: infection.control@kirklees.gov.uk