



Pilgrims' Way Primary School

This Risk Assessment has been constructed following published government guidance

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

And

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf

The Risk Assessment will be continuously reviewed in line with future government guidance.

Risk Assessment and Risk Management Record

Written by: Anne-Marie Middleton, Shared and developed with all staff Date: July 2020 Reviewed weekly by all staff and republished with amendments 12.10.2020 Reviewed and updated Term 3 2021 and republished 10.01.2021 Reviewed and updated Term 4 2021 and republished 22.02.2021 Reviewed and updates Term 5 2021 and republished 19.04.21		Purpose: September full opening of Pilgrims' Way Primary School Reviewed following Boris Johnson's announcement (04.01.2021) for an immediate national lockdown. During his public address, the PM confirmed England will enter another national lockdown from 05.01.2021 in which all schools will be required to move to remote learning, except for children of key workers and vulnerable pupils. From March 8 2021 the school is fully open to all pupils	
Identify Hazards – assessing the risk	Risk Rating <i>High / Medium / Low</i>	Control Measures – Reducing the risk	Outcome <i>High / Medium / Low</i>
Section 1 Public health advice to minimize coronavirus (COVID -19) risks			
Prevention			
Minimize contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.	High	<ul style="list-style-type: none"> Clear communication to staff and parents regarding in-school protocols. Communication available in a variety of languages via website translate button. If unwell at home, parent to keep school fully informed In school, unwell pupils, with Covid symptoms, will be isolated until parent collects supported by member of staff in full PPE 	Low
	High		Low
	High		Low

Pilgrims' Way Primary School



	High	<ul style="list-style-type: none"> If any child or adult is tested positive, parent must inform school who will gain guidance from NHS 	Low
Clean hands thoroughly more often than usual	High	<ul style="list-style-type: none"> Each pod has own hand sanitiser and handwashing facilities Pupils hand sanitise hands on entry to school every morning and frequently throughout the day Daily reminders of how to hand wash and support for younger pupils visuals and social stories used PPE available for all staff if needed Protocols and expectations shared with all visitors and PPE resources readily available 	Low
	High		Low
	High		Low
	High High		Low Low
Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	Medium	<ul style="list-style-type: none"> Promoted through curriculum, signage and verbal reminders Lidded bins available for tissue disposal 	Low
	High		Low
Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach	High	<ul style="list-style-type: none"> Robust cleaning practices in all pods Cleaning team trained in cross infection protocols Sufficient produces and resources available and used in individual pods Reduce use of shared areas, thoroughly cleaned after each pod use Clear expectations and guidelines shared with all visitors Different playground equipment available for each pod 	Low
	High		Low
	High		Low
	High		Low
	Medium		Low
<p>Minimize contact between individual and maintain social distancing whenever possible</p> <p>School closed due to national lockdown except for children of Critical Workers and vulnerable children in Early Years to year 6. Nursery will remain open</p>		<p>How to group children All children will be in their own year group class (one class in EY, Y1, Y2 & Y3. Two classes in Y4, Y5 & Y6).</p> <p>Nursery will return to full time hours (Am & PM sessions)</p> <p>Classes are allocated into four pods</p> <p>1. Nursery</p> <p>2. EYFS and KS1 (Years 1 & 2)</p>	

Pilgrims' Way Primary School



		<p>3. LKS2 (Year 3 & 4) 4. UKS2 (Years 5 & 6)</p> <p>Nursery will remain open staffed by two adults. All safety protocols remain in place</p> <p>3 x pods of 12 to 15 pupils led by teacher and supported by 2 TAs</p> <p>Pod 1 – EY, KS1 pupils – KW and vulnerable children</p> <p>Pod 2 – Year 3 & 4 pupils – KW and vulnerable children</p> <p>Pod 3 – Year 5 & 6 pupils – KW and vulnerable children</p> <p>Pod 1 – Nursery Pod 2 – Reception, Y1 & Y2 Pod 3 – Y3 & 4 Pod 4 – Y5 & 6</p>	
	High	All pods will have their allocated toilets, cleaning supplies and minimal movement from staff and children around the school.	Low
	High	Measures within classroom Social distancing will be emphasized and practiced in class with children being allocated their own table space and equipment. Movement will be restricted around the classroom.	Low
	Medium	Face masks and/or shields will be worn by all adults in shared areas Equipment including IT and PE, will be regularly cleaning of this equipment and regular handwashing for children and staff.	Low
	High	Parents and visitors will be encouraged to maintain social distancing and follow our protocols. One adult per family on site	Low
	Medium	Measures for arriving at and leaving school	Low

Pilgrims' Way Primary School



	Medium	<p>One way, in and out system in place for adults and children entering and leaving school.</p> <p>Staggered times not needed due to low numbers of children.</p> <p>Other considerations</p> <ul style="list-style-type: none"> ● Allocated play space on the playground for the four pods ● Office open and parents invited for phone conversations as and when needed ● Face to face parent meetings to be pre-arranged and held virtually via telephone as much as possible, face to face follow social distancing protocols ● Parent toilet not available to minimise adults in school ● Adult toilet open but parents advised that is not cleaned between use ● Lunch hall – each pod allocated their own time with designated adults, waste bins and cleaning materials. Tables thoroughly cleaned between pods ● Full lunch menu (hot lunches) available ● Limited movement allowed around the school. ● Staff to monitor toilet use and emphasize hygiene ● Visitors to the school will have protocols shared ● Kitchen closed so all KW and vulnerable pupils will need to bring in a packed lunch ● All eligible families will receive FSM Vouchers 	Low
Where necessary, wear appropriate personal protective equipment (PPE)	Medium Medium	<ul style="list-style-type: none"> ● PPE available for all staff in each classroom and pod. ● Readily available in the Isolation room as risks are heightened for staff. ● Face masks and/or shields will be worn by all adults in shared areas 	Low Low

Pilgrims' Way Primary School



Response to any infection			
Engage with the NHS Test & trace process	Medium	<ul style="list-style-type: none"> Track and Trace protocols shared with all staff and parents Anyone who displays symptoms of coronavirus can and should get a test Lateral Flow Device tests available for all staff to use as per government guidance. Outcomes reported to school and NHS Test and Trace. Positive cases managed through existing PHE Flow chart 	Low Low
Manage confirmed cases of coronavirus (COVID-19) amongst the school community	Medium	<ul style="list-style-type: none"> Isolation room set up for sole use should a child or staff member become ill PPE readily available Digital scanning thermometer purchased 	Low
Contain any outbreak by following local health protection team advice	Medium	<ul style="list-style-type: none"> Local Health Protection team notified if two or more cases arise in a 14 day period for each positive case 	Low
Section2: School Operations			
Wider public transport	Medium	<ul style="list-style-type: none"> Read Crossing Patrol supported by KCC training kept fully up to date with PW protocols and expectations Parents and children informed of KCC SCP protocols RCP not available during national lockdown. Parents, teachers and children advised RCP available from 8 March to ensure the safety of our children and families outside the main gate, crossing the road safety. All parents, children and staff advised. 	Low Low

Pilgrims' Way Primary School



<p>Attendance</p>		<ul style="list-style-type: none"> ● All children and staff are expected to attend school, full time in September ● Any pupil or adult shielding will be supported through current guidance including advice for clinically vulnerable and pregnant staff ● Clear communication through Risk Assessment to staff and families ● Additional communication through newsletter and Covid update texts ● Pastoral support from Senior Leaders and FLO is available for families and staff who are anxious about returning to school ● School only open to Critical worker and vulnerable children ● School open all pupils from 8 March 	<p>Low</p> <p>Low</p>
<p>Supporting staff</p>		<ul style="list-style-type: none"> ● Governing Body and senior leaders will regularly review staff well-being and workload ● Additional support from supervision, FLO and counselling services available ● All new guidance disseminated to all staff 	
<p>Supply teachers and other temporary or peripatetic teachers</p>	<p>Medium</p> <p>Medium</p>	<ul style="list-style-type: none"> ● Peripatetic teachers, volunteers and professional colleagues will all be informed of our protocols on arrival. ● Volunteers will be allocated to the same pod for each visit 	<p>Low</p> <p>Low</p>
<p>Expectation and deployment of ITT trainees</p>	<p>Medium</p>	<ul style="list-style-type: none"> ● Risk assessment shared with Christchurch University and protocols shared with Social Work students through Induction process ● ITT not in school for placement 2020-2021 	<p>Low</p>

Pilgrims' Way Primary School



Safeguarding		<ul style="list-style-type: none"> ● Full Safeguarding policy review conducted in September in line with government updates - commended by RGB and approved by Trustees ● Safeguarding training for all staff 1.9.2020 ● Safeguarding reviewed through Inclusion & Well-being teams ensuring regular communication with vulnerable families ● KCSIE read and signed by all staff ● Weekly review meetings held by DSLs with FLO/SENCO/Ass SENCo to review communication & support needs for key families 	
Educational visits	Low Medium	<ul style="list-style-type: none"> ● All school visits cancelled until further guidance indicates off-site visits are safe ● Non-residential educational visits now allowed supported by Risk Assessment 	Low Low
School uniform		<ul style="list-style-type: none"> ● All children will be in full school uniform ● FLO support available for families in financial difficulties 	
Extra-curricular provision	Low	<ul style="list-style-type: none"> ● Breakfast and After School clubs currently closed as clubs would need to be restricted to existing pods ● BC/ASC recommenced 7.9.2020 - cancelled ● Reviewed weekly to determine parental need ● Breakfast and Tea Time clubs to reopen in Term 5. Weekly reviews in place to ensure safety of all pupils and staff 	Low
Section3: Curriculum, behaviour and pastoral support			
Curriculum expectations		<ul style="list-style-type: none"> ● Full curriculum to be taught from September 2020, learning from the experiences of pupils on phased return 	

Pilgrims' Way Primary School



		<ul style="list-style-type: none">● 'Blended learning' planned should there be another spike or a pod needs to be isolated. Microsoft 365 being introduced to increase digital access for pupils from home.● Quality First Teaching Principles in every class● Robust assessment for learning to gauge pupils starting points● Staff will draw on previous CPD on retrieval practice to "reawaken" learning.● Staff will have the opportunity to plan with previous class teachers in order to support transition, understand previous coverage and accelerate progress.● SALT pot HLTA will be rotated to pods and follow guidelines as outlined. <p>Teachers will:</p> <ul style="list-style-type: none">● set tasks so that pupils have meaningful and ambitious work each day in a number of different subjects providing 3 hours a day (KS1) & 4 hours (KS2), on average, across the school cohort● provide frequent, clear explanations of new content, delivered through high quality curriculum resources or videos● have systems for checking (ClassDojo/email/phone calls), at least weekly, whether pupils are engaging with their work, and inform parents immediately where engagement is a concern	
--	--	---	--

Pilgrims' Way Primary School



		<ul style="list-style-type: none"> ● gauge how well pupils are progressing through the curriculum using questions and other suitable tasks, and provide feedback, at least weekly, using digitally facilitated feedback where appropriate ● adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding ● Identify children where access to IT may be a barrier to completing home learning. Inform DHT to investigate support that can be offered. ● Full curriculum to be taught from 8 March 2021, learning from the experiences of pupils on phased return. 	
Specific points for early years foundation stage (EYFS) to key stage 3		<ul style="list-style-type: none"> ● All staff in the early years will adapt their learning environment, teaching and timetable to ensure that high expectations are still in place, while providing nurture for children who will have missed up to 6 months of nursery. ● The outside learning environment including forest school will be fully utilised to support children's holistic development. ● Working with families and carers will continue with appropriate protocols and risk assessments in place. 	
Pupil well-being and support		<ul style="list-style-type: none"> ● Staff to draw on previous CPD on SWAN approach to support well-being of pupils ● SEND policy reviewed in line with guidance 	
Behaviour expectations		<ul style="list-style-type: none"> ● Fully in line with agreed Behaviour for Learning Policy ● Each pod allocated its own Reflection Room ● PSP & BSP in place for identified pupils to support needs 	

Pilgrims' Way Primary School



Section 4 : Assessment & accountability			
Assessment		<ul style="list-style-type: none"> ● All national assessments are expected to be in place for 2020-2021. Ensure the curriculum strengthens pupil's ability to site the tests in the Summer 2021 ● KS1 & 2 SATs, Phonics checker, MTC, PESE ● EY baseline has been cancelled this year ● Headteacher to set challenging targets for performance to ensure the highest expectations for progress are maintained and those who have fallen behind catch up. ● All statutory testing has been cancelled this academic year 	
Section 5: Contingency planning			
Process in the event of local outbreaks		<ul style="list-style-type: none"> ● Parents informed of school closure through the website ● Staff informed through our communication text system ● Remote education systems in place to support 'blended learning' (Spelling Shed, TT Rockstars, MyOn) with funding applied for to aid staff training ● welfare@ email reinstated to aid pastoral support for families ● In school and remote access to FLO support available ● consider vulnerable families need for FSM vouchers ● All eligible families have been contacted to ensure they are in receipt of FSM vouchers ● Additional support is offered through Winter Covid Poverty grant - financial support ended 1.4.2021 	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>