Pilgrims' Way Primary School

This Risk Assessment has been constructed following government guidance published on 7 July 2020
https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools
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		Purpose: September full opening of Pilgrims' Way Primary School	
Identify Hazards – assessing the risk	**Risk Rating** *High / Medium / Low*	**Control Measures – Reducing the risk**	**Outcome** *High / Medium / Low*
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 High High High	● 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 ● If any child or adult is tested positive, parent must inform school who will gain guidance from NHS	Low Low Low Low
Clean hands thoroughly more often than usual	High High High	● 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	Low Low

	High	● Protocols and expectations shared with all visitors and resources readily available	Low
	High		Low
			Low
Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	Medium	● Promoted through curriculum, signage and verbal reminders	Low
	High	● Lidded bins available for tissue disposal	Low
Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach	High	● Robust cleaning practices in all pods	Low
	High	● Cleaning team trained in cross infection protocols	Low
	High	● Sufficient produces and resources available and used in individual pods	Low
	High	● Reduce use of shared areas, thoroughly cleaned after each pod use	Low
	High	● Clear expectations and guidelines shared with all visitors	Low
	Medium	● Different playground equipment available for each pod	Low
Minimize contact between individual and maintain social distancing whenever possible		**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). Nursery will return to full time hours (Am & PM sessions) Classes are allocated into four pods 1. Nursery 2. EYFS and KS1 (Years 1 & 2) 3. LKS2 (Year 3 & 4) 4. UKS2 (Years 5 & 6)	
	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 practised in class with children being allocated their own table space and	Low

	Medium	equipment. Movement will be restricted around the classroom. In Early Years, Nursery and Year R, children will play with the full range of early years equipment, however there will be regular 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	Low
	Medium	**Measures for arriving at and leaving school** One way, in and out system in place for adults and children entering and leaving school.	Low
	Medium	Staggered times not needed due to low numbers of children. **Other considerations** ● 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 follow social distancing protocols ● Parent toilet not available to minimise adults in school ● 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 emphasise hygiene ● Visitors to the school will have protocols shared	Low
Where necessary, wear appropriate personal protective equipment (PPE)	Medium Medium	● PPE available for all staff in each classroom and pod. ● Readily available in the Isolation room as risks are heightened for staff.	Low Low

Response to any infection

Engage with the NHS Test & trace process	Medium	• Track and Trace protocols shared with all staff and parents • Anyone who displays symptoms of coronavirus can and should get a test	Low
Manage confirmed cases of coronavirus (COVID-19) amongst the school community	Medium	• 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	• Local Health Protection team notified if two or more cases arise in a 14 day period	Low

Section2: School Operations

Wider public transport	Medium	• Road Crossing Patrol supported by KCC training kept fully up to date with PW protocols and expectations • Parents and children informed of KCC SCP protocols	Low
Attendance		• 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 • Pastoral support from Senior Leaders and FLO is available for families and staff who are anxious about returning to school	Low Low
Supporting staff		• 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	
Supply teachers and other temporary or peripatetic teachers	Medium Medium	● 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	Low Low
Expectation and deployment of ITT trainees	Medium	● Risk assessment shared with Christchurch University and protocols shared with Social Work students through Induction process ● ITT not in school for placement 2020-2021	Low
Safeguarding		● Full Safeguarding policy review conducted in September in line with government updates ● Safeguarding training for all staff 1.9.2020 ● Safeguarding reviewed through Pastoral team ● All staff have access and use My Concern	
Educational visits	Low	● All school visits cancelled until further guidance indicates off site visits are safe	Low
School uniform		● All children will be in full school uniform ● FLO support available for families in financial difficulties	
Extra-curricular provision	Low	● Breakfast and After School clubs currently closed as clubs would need to be restricted to existing pods ● Reviewed weekly to determine parental need	Low
Section3: Curriculum, behaviour and pastoral support			
Curriculum expectations		● Full curriculum to be taught from September 2020, learning from the experiences of pupils on phased return	

		'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.	
Specific points for early years foundation stage (EYFS) to key stage 3		- 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		- Staff to draw on previous CPD on SWAN approach to support well-being of pupils - SEND policy reviewed in line with guidance	
Behaviour expectations		- Fully in line with agreed Behaviour for Learning Policy - Each pod allocated its own Reflection Room	

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Section 4 : Assessment & accountability

Assessment		
		• 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.

Section 5: Contingency planning

Process in the event of local outbreaks			
		• Parents informed of school closure through the website	Low
		• Staff informed through our communication text system	Low
		• Remote education systems in place to support 'blended learning' (Spelling Shed, TT Rockstars, Nessy) with funding applied for to aid staff training	Low
		• welfare@ email reinstated to aid pastoral support for families	Low
		• remote access to FLO support available	Low
		• consider vulnerable families need for FSM vouchers	

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Appendix A – Pod Grouping Structure

Pod	Class Name	Year Group	Staff Lead	Staff Support
1	Caterpillar	Nursery	CB	CK, RN
2	Rabbit	Reception	MA	CL, AR
2	Butterfly	Year 1	ST	CA, JE
2	Penguin	Year 2	KR & KMc	RC
3	Toucan	Year 3	CP	JB, FS, ML
3	Raccoon	Year 4	RW	RD
3	Eagle	Year 4	VHN	JC
4	Lion	Year 5	FH	CT
4	Tiger	Year 5	SH	JR
4	Polar Bear	Year 6	MK	SC
4	Dolphin	Year 6	KH	NA, SR, LD