



Dorset Council – School Risk Assessment Returning to School September 2020

This document is based on the arrangements communicated to schools in the document below. The definitive advice for schools remains the DFE guidance. Individual school level planning should take account of these, and not go beyond the requirements of these documents.

This document covers:

- Planning and organising
- Communicating your plans
- When open
- Cleaning and hygiene
- Social distancing
- Use of outdoor space
- For shared rooms
- Shared resources
- Transport

Following completion of this document, maintained schools should return a copy of it to childrenc19@dorsetcouncil.gov.uk. Academy schools and trusts may use this for guidance or use their own templates. Where this is so, please send a copy of your template to the same email address so we can monitor provision across the council area.

Specific education advice and support is available through the childrenc19@dorsetcouncil.gov.uk email box or if urgent through calling Mark Blackman on **01305 228241**

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

School Name:	Specific Actions	Residual risks	Lead responsible and completed date
Planning and organising			
Ensure that all health and safety compliance checks have been undertaken before opening in respect of:	<ul style="list-style-type: none"> • hot and cold-water systems • gas safety • fire safety • kitchen equipment • security including access control and intruder alarm systems • ventilation 		NB, SS 01.09.20
Organise class/year groups	<p>We have arranged the children into 3 groups: Upper School (Porpoises and Sharks) Lower School (Seahorses and Dolphins) EYFS (Handy Paws and Starfish)</p> <p>These will be kept separate from each other as much as possible. However, there may be times, such as Breakfast club and After School Club, when small numbers of children from different bubbles may have to mix. This will be kept to a minimum and strictly logged.</p>		NB 22/8/2020
Organise classrooms maintaining space between seats and desks where possible	<p>Porpoises, Sharks and Seahorses have arranged their tables to be facing forwards. We do not feel this is appropriate with the younger children. However, we will attempt to keep the children as widely spread as possible, making use of the outside areas to do so.</p>		All teachers 22/8/20

Decide which lessons or activities will be delivered	<p>We aim to provide the curriculum as normal, though some changes may have to be made. Should any child need to self-isolate, home learning will be sent for completion at home from the 2nd day of self-isolation onwards. We will not send work home if the child is sick.</p> <p>We will be continuing to sing in our bubbles, though we will make sure children are standing side by side and, if possible, spread out.</p>		
Consider which lessons or classroom activities could take place outdoors	Staff to consult if planning outdoor learning or use of hall to make sure use of spaces doesn't cause conflict.		Daily planning
Use the timetable and selection of classroom or other learning environment to reduce movement around the school or building	<p>Porps and Sharks – use fire exit doors to access outside areas and to access the hall. Do not come through school. Own toilets.</p> <p>Dolphins and Seahorses – use mosaic door to access outside areas and to access the hall. Do not come through the school. Own toilets. Can access the Pod if required</p> <p>Orcas will have to come through into the Reef for their Maths lessons. Mrs Plummer will collect them from the playground and lead them in through the mosaic door.</p> <p>Handy Paw and Starfish. Use external doors to enter their settings. . Starfish to come round the outside of the building to access the hall at lunchtime.</p>		Daily awareness – all staff
Assemblies	<p>Monday Picture News in class</p> <p>Tuesday LS Assembly in Church</p> <p>Wednesday US Assembly in Church</p> <p>Thursday Class reflection</p> <p>Friday Celebration in class</p>		

	A Risk Assessment has been carried out for church visits and approved by Belinda.		
Play times	<p>Bubbles to use separate playground spaces that will rotate weekly. First Aid will be provided by the member of staff on duty or by a member of staff in school. PPE (gloves and mask) will be in First Aid bag for staff use.</p> <p>Children and staff to gel hands on entrance to school after morning play; wash hands before and after lunch</p>		Weekly timetable to be drawn up by CJ
Stagger drop-off times	<p>Children in Porpoises/Sharks can be dropped off in village hall car park at 0850 and make their way independently across the field. A member of staff will meet them at the bottom gate.</p> <p>Dolphins/Seahorses to enter via Dolphins playground gate and gate to the mosaic door, Seahorses to enter at 0855 and Dolphins at 0905. Parents drop at playground gate and use one-way system to return to their cars as shown on the diagram attached.</p> <p>Starfish and HP to enter via the main gate at 0900. Starfish parents to drop at Starfish gate – chalk markings to show rotation; HP parents to walk down to HP.</p> <p>Office staff will meet bus children at black gate and take the children to their classes. Staff to be available in all classes from 0850 so that siblings can be dropped off at earliest time. Parents should try not to queue before their appointed time.</p>		Class teachers
Collection	Parents to collect children from field, apart from HP and Starfish. Our experience from summer shows that there tends to be a natural stagger as classes leave at slightly different times. If Porpoises and Sharks make sure they leave promptly perhaps at 1525; Dolphins and Seahorses following at 1530. Starfish and HP		All staff

	<p>children could be picked up from Starfish from 1525 so that parents can collect siblings promptly from the field at 1530.</p> <p>Office staff to collect bus children from field and take to bus.</p> <p>Fridays - 3pm collection to allow for diary meeting. After School Club available from 3pm.</p>		
Plan parents' drop-off and pick-up protocols that minimise adult to adult contact	<p>See plan. Please could parents move away from the school site as quickly as possible. All communication with school needs to be in writing, by email, by phone or by appointment only.</p> <p>Please observe the one-way system on pavements outside school as well as inside school</p> <p>Only one adult to drop off. No siblings apart from those in buggies.</p>		All staff and parents
Masks	<p>If parents would like their child to wear a mask during the day that is their choice but we cannot enforce this. Similarly, if staff may wear a mask in school if that makes them feel more comfortable</p> <p>If children choose to remove their mask during the day, they must put it in their bag and take it home at the end of the day.</p>		
Consider how to keep groups of children together throughout the day and to avoid larger groups of children mixing	<p>If you plan to leave your classroom for anything other than playtimes and at lunchtime, please check with other staff.</p>		All staff
Consider how play equipment is used ensuring it is appropriately cleaned between groups of children	<p>Groups to be assigned a different playground area each week – Top playground/bottom playground/field. Group staff need to consider the equipment that is made available and make sure it is cleaned after use or left for 72 hours.</p> <p>HP/Starfish – to stay in own grounds/playground</p>		All staff - ongoing

using it, and that multiple groups do not use it simultaneously	Children and staff to gel hands on entrance to school after being outside.		
Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere			All staff 1.09.20
Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)	Classroom based resources such as books and games can now be used and shared within the bubble though these should be cleaned regularly. Resources that are shared between bubbles should be cleaned or rotated to be left unused for 48/72 hours.		All staff 1.09.20
Consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible	See drop off and collection above. Recommend walking, scooting or cycling wherever possible. School bus to operate as normal. Children recommended to wear masks but not compulsory for children under 11. Member of office staff to greet bus children, supervise any removal of masks (and storage in their school bag) and then distribute children to their classrooms via external entrances.		JD/KH
School uniform	Children will be asked to wear school uniform and to change as soon as they get home. Uniform to be cleaned each day wherever possible. On days when they have PE, children should come into school wearing their PE kit. Teachers will let their parents know when this is via the class newsletter at the beginning of term.		Parents
Volunteers	Volunteers may be used to support the work of the school. Mixing of volunteers across groups will be kept to a minimum. .		
Breakfast and After School club	These will resume from September as per government recommendations. 'If it is not possible to maintain bubbles being used during the school day then schools should use small consistent groups.'		SH/SS HS/LA

	<p>Spaces need to be booked and paid for in advance. Children to be dropped at external hall door from 8am in the mornings.</p> <p>At the end of the day, all children to stay with class teacher and wait on field. Teacher to then return ASC children to external hall door. Parents to collect via external hall door.</p> <p>Children will be distanced as much as possible. All equipment will be regularly cleaned.</p>		
Other clubs	We will not be running any extra-curricular clubs for the first half-term, when we review the situation.		
Communicating your plans			
Tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus or who have tested positive in the last 7 days	<p>Letter to parents 01.09.20</p> <p>Signs on entrance doors</p> <p>Regular reminder in newsletter</p> <p>Office closed</p> <p>No one to enter if to enter if they are displaying any symptoms of coronavirus or who have tested positive in the last 7 days.</p> <p>If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be isolated in the library area, sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of the household should self isolate for 14 days from when a symptomatic person first had symptoms.</p>		NB 26.5.20

	<p>If someone tests positive, they must continue to self-isolate for 7 days from the onset of their symptoms. Other members of the household should continue self isolating for the full 14 days.</p> <p>In case of a positive test, school will contact the local health protection team. All parents will be informed as will the other schools in the BSN area.</p> <p>Schools should not request evidence of negative test results before admitting children after a period of self-isolation.</p>		
Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend	Letter to parents 01.09.20. Only siblings in buggies/prams.		NB 26.5.20
Tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)	Letter to parents 01.09.20. Emailed, on website, and on fb page.		NB/JD/KH 01.09.20
Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged	<p>Clear markings on the ground to aid smooth drop off with no bunching. Parents asked not to queue before their entrance time.</p> <p>All communication by phone, through email or in writing. Parents to make an appointment if they wish to speak to a member of staff in person.</p>		NB letter 01.09.20

appointment, which should be conducted safely)			
Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful	INSET Thursday 030920		NB/Staff
Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this	<p>Get rid of clutter! Clean at the beginning and end of day; clean frequently used surfaces more frequently. Staff to clean frequently used areas of the class at the end of the day. SS will Hoover, clean door handles, light switches, toilets and the photocopier at the beginning and end of every day (as well as performing all her normal cleaning miracles). A spray bottle and wipes will be kept in the office by the phone so that the phone can be cleaned before use.</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p>		
When open			
Keep cohorts together where possible	Groups will be kept apart wherever possible. They may have to mix at BC and ASC.		All staff - ongoing
Ensure that children and young people are in the same small groups at all times each day, and different groups are not	<p>As above</p> <p>CJ to draw up playground rota to keep groups separate.</p> <p>Markings on the narrow walkways to playgrounds reminding children to keep a safe distance apart.</p>		As above

mixed during the day, or on subsequent days			
Ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days	All teachers and staff can now operate across different classes and year groups in order to facilitate the delivery of the school timetable.		NB1.09.20
Ensure that wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day.	All groups have their own room. Staff have offered to clean at the end of the day, knowing what children have used and touched. Sue Smith to clean before school. She has been given a mask, gloves and access to aprons. Older children will have their own seat. Children in EYFS/Dolphins will be encouraged/prompted to stay in their seats where possible.		All staff
Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments	All classes have a sink with soap and handtowels. Parents may send their children in with hand sanitizer if they choose.		All staff/parents
Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors,	Each member of staff to have spray bottle with Milton solution and cloth to enable cleaning during and at the end of each day. Sue to Hoover throughout and clean communal areas and toilets twice daily.		Teaching staff and cleaning staff Daily

sinks, toilets, light switches, bannisters, more regularly than normal	BE MINDFUL THAT MILTON FLUID IS BLEACH. COSHH IMMEDIATELY TO HAND IN EVERY CLASS. STORE SECURELY AWAY FROM CHILDREN AT ALL TIMES – MUST NOT BE LEFT “OUT”.		
Hygiene: ensure that all adults and children...			
frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning	Everyone to wash their hands when they enter school in the morning, before and after lunch and after going to the toilet. Hand gel to be used after morning play		Teaching staff Daily
Clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing	See above. Any child sneezing or coughing – consider sending home. Parents asked to donate tissues, Milton and hand gel if necessary.		Teaching staff Daily
Are encouraged not to touch their mouth, eyes and nose	Develop routines with children and staff		Teaching staff, daily
Use a tissue or elbow to cough or sneeze. Tissues to be immediately flushed away	If anyone uses a tissue, it will be immediately flushed away by the person who used it.		
Ensure that help is available for children and young people who have trouble cleaning their hands independently	Soap and water play in EYFS Encourage young children to learn and practise these habits through games, songs and repetition		Teaching staff Daily

For those children in the youngest age groups who may have toileting issues, consider safe approaches	HP/Starfish have gloves and wipes. Spare clothes and bags for soiled clothes.		LMcK/HS/EC/A A
Ensure that bins for tissues are emptied throughout the day	See above		n/a
Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units	Windows and doors to be kept open wherever possible		All staff Daily
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation	Safe ventilation Doors to the outside and to toilets will be propped open. Other fire doors to remain closed.		All staff Daily
Get in touch with public sector buying organisation partners (for example ESPO, YPO, NEPO) about proportionate supplies of soap, anti-bacterial gel and cleaning products if needed	Parents asked to donate Milton. Currently we have plenty of soap in school. Hand towels ordered.		KH 1.09.20
Discuss with staff that there is no need for anything other than normal personal	Discuss at INSET		All staff Daily

hygiene and washing of clothes following a day in an educational or childcare setting			
Consider measures to support staff mental health and well being	Additional resources are available through Dorset Healthcare – see link. (https://www.dorsethealthcare.nhs.uk/coronavirus-1/mental-healthwellbeing-advice)		NB/TG Ongoing
Social distancing			
Accessing rooms directly from outside where possible	Porps/Sharks to enter exit through external doors Seahorses to enter/exit through Dolphins playground and mosaic door Dolphins to enter through their playground. Seahorses to enter through their playground door and gate. HP have own entrances.		NB1.09.20
Considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors	One way arrows from classrooms to playground. Signage on external walk ways to remind children to keep apart. Only Orcas will be using the internal corridors.		
Staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time	No need for children to use any communal space. CJ has drawn up playground rota.		All staff
Lunch	All UIFSM and Hot School meals to take place in hall (all Starfish, all Dolphins, some Seahorses). Adults will have to serve meals as no Starfish helpers. Hot school		NB1.09.20

	mealers from Seahorses, Sharks and Porpoises must not come through school but exit and enter via external hall doors. US and LS to be seated on separate tables. All KS2 packed lunches to be eaten in class. Parents need to select either HSM or packed lunches for half term/term.		
Ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time	Each group to use designated toilets:		NB1.09.20
Specific measures for some children and young people who will need additional support to follow these measures	TK to support staff where necessary.		NB1.09.20
Use outside space for exercise and breaks:			
Consider outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff	Plan outdoor time in the curriculum for children.		All staff, daily
Although outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned	Outside areas rotated on a weekly basis with 48 hours in between.		NB1.09.20

between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings			
For shared rooms:			
Hall	All tables and chairs to be cleaned after use and any other surfaces touched by the children. Church?		NB1.06.20
Stagger the use of staff rooms and offices to limit occupancy	Staff to bring in their own kettle/tea/coffee making materials if not happy to share resources in staff room.		All staff, daily
Reduce the use of shared resources:			
Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff	How are children on coloured books going to change their books? Pencil cases for year 2s and above		NB1.09.20
Seek to prevent the sharing of stationery and other equipment where possible.	Staff to inform NB if more resources need ordering Shared materials to be cleaned and disinfected more frequently		NB1.09.20
Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning	Plan for specific activities with sufficient time for cleaning of resources Allow 72 hours between re use windows		All staff

environment is occupied by the same children or young people in one day, or properly cleaned between cohorts			
Adjust transport arrangements where necessary including:			
encouraging parents and children and young people to walk or cycle to their education setting where possible			NB1.09.20
Fire	In case of fire, getting the children away from the building quickly will take priority over social distancing. Children and staff will follow usual routes to the field and line up in their groups.		NB1.09.20