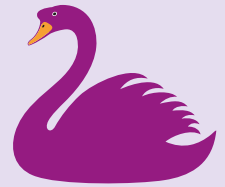


# KS1

## Risk Assessment

### for the Wider Reopening of Schools from 1st June



**Swansfield Park**  
Primary School

Date:

**8 JULY 2020**

Based upon DfE Document:

**Planning Guide for  
Primary Schools**

(1st Published 14th May)

**This is a dynamic  
risk assessment and  
will be evaluated as  
new information or  
experience dictates.**

Area of consideration	Stakeholder	Action to mitigate risk	Risk rating
<b>Drop off and collection from KS1 bubbles</b>	<b>Children</b>	<p>Children to remain beside with parent/carer while waiting for drop off</p> <p>Swift exit of school site after pick up</p> <p>Children to wash hands on entry to bubble</p> <p>Children to wash hands before leaving bubble at end of session</p> <p>No teddies/soothers/toys from home to be brought on to school site</p> <p>Only children who are symptom free, come from a home where all are symptom free or have completed the required isolation period attend the setting</p>	L
	<b>Parents / Carers</b>	<p>Only 1 parent/carer to pick up or drop off from each session</p> <p>Extended family members or friends may only drop off/pick up if they are part of the family's social bubble and have agreed this with school</p> <p>Parents/carers to adhere to staggered start and finish times</p> <p>Parents/carers to follow guidance for drop off and pick up points</p> <p>Social distancing to be adhered to when waiting to collect or drop off (2m)</p> <p>Social distancing to be adhered to if parents/carers need to speak to a member of staff</p> <p>No parents/carers to enter school site</p> <p>Only parents/carers who are symptom free, come from a home where all are symptom free or have completed the required isolation period to drop off/pick up</p>	L
	<b>Staff</b>	<p>Staff members to meet children, parents/carers at the designated drop off/pick up point</p> <p>Staff members to adhere to social distancing (2m) with adults during drop of, pick up and when talking with parents/carers</p> <p>Staff members to wash hands prior to opening doors for drop off and after pick up</p> <p>Only staff who are symptom free, come from a home where all are symptom free or have completed the required isolation period to work within setting</p>	L
<b>Working and playing within the bubble</b>	<b>Children</b>	<p>Children to wear clean clothes each day</p> <p>Children within the bubble 2 and 7 (5-7 years olds) to work in a group of no more than 15 (within the 2.3 square metres per child)</p> <p>Children to be placed as far away from others as possible. The aim is to have the children sitting in the same place as much as possible</p> <p>Children to learn to maintain physical distance from each other and staff (2m is not expected)</p> <p>Children to utilise the outdoor environment as much as possible</p>	M

Area of consideration	Stakeholder	Action to mitigate risk	Risk rating
		<p>Children to remain in specified areas at playtimes with designated toys/equipment</p> <p>Children must not mix with children from other bubbles.</p> <p>Children to wash hands at regular intervals as they work and play and after contact with face, blowing nose, sneezing etc</p> <p>Children to use a tissue for one use and then bin it (closed lid bin)</p> <p>Children to play with toys that are not shared outside their bubble</p> <p>Children to receive clean fine motor resources (pencils, scissors, paint brushes etc) for each use</p> <p>No soft toys/furnishings to be available for play within the bubble</p> <p>Children to play with a reduced and agreed set of toys during the session so that they can be thoroughly cleaned after use (this can be agreed between staff and children at the beginning of a session)</p> <p>Children to participate in activities, stories and songs to help understand how they can keep themselves safe (refer to Annex B resources)</p> <p>Children will not play with malleable resources such as playdoh and sand</p> <p>For small/loose part play, or for equipment for curriculum support, children to be given their own pot of resources</p> <p>Each child will have a tray which contains their work resources and a folder where their written work will be stored. These resources can be cleaned after use. The trays will be placed out of the way after each session so that the tables can be cleaned properly</p>	
	<b>Staff</b>	<p>Staff to wear clean clothes each day</p> <p>Staff to wear a tabard to protect clothing and to hold a supply of tissues, a pair of disposable gloves and hand sanitising gel</p> <p>Staff to maintain distance from children wherever possible (2 metres will not always be possible)</p> <p>Staff to wash or sanitize hands at regular intervals throughout the day and following contact with the face, blowing nose, sneezing etc or managing a child's respiratory hygiene</p> <p>Staff to ensure that soft toys/furnishings are removed from bubble</p> <p>Staff to ensure that resources are not shared outside the bubble</p> <p>Staff to enable outdoor learning and play whenever possible</p> <p>Staff ensure the children do not enter other class bubbles or mix at playtimes</p> <p>Staff to ensure that children have access to clean fine motor tools for each use (pencils, scissors, paint brushes etc)</p> <p>Staff to control the resources that are used each session and ensure that these are thoroughly cleaned after use</p> <p>If using equipment to support learning or small/loose parts for play, staff to ensure that resources are given to individual children in a pot and cleaned after use</p> <p>No playdoh, sand or other malleable resources to be given to children currently</p>	<b>M</b>

Area of consideration	Stakeholder	Action to mitigate risk	Risk rating
<b>Eating and drinking within the bubble</b>	<b>Children</b>	Children place their water bottles at their work space on entering the classroom. Children to wash hands before and after eating and drinking Children to eat their snack at a table which has been cleaned before use or outdoors Children to sit socially distanced at a table in the hall when eating lunch Children to follow agreed routine for accessing lunch hall, receiving lunch, clearing plates and leaving lunch hall	<b>M</b>
	<b>Staff</b>	Staff to receive prepared fruit for snack to distribute to children (from VN and KSt) Staff to ensure that all children wash hands before and after eating and drinking Staff to ensure that table surfaces used for snack are cleaned before use - wherever possible allow for snack outdoors) Staff to understand the agreed routines for lunchtime procedures in the hall (staff briefing with JS ahead of bubble opening) and ensure that these are taught to children	<b>M</b>
<b>Providing intimate care within the bubble</b>	<b>Children</b>	Wherever possible, children to manage their own intimate care within the bubble by going to the toilet themselves and changing their clothes independently following any toileting accidents Children to enter the bathrooms in pairs (from the same bubble). Others waiting must stand on the socially distanced marks (2M apart) until it is their turn to enter the bathroom. They must follow the correct walkway back to their classroom. Clear signage indicates the directions and distances.	<b>M</b>
	<b>Parents</b>	Ensure that a full change of clothes is available within school.	<b>L</b>
	<b>Staff</b>	Wherever possible staff to encourage children to manage their own intimate care needs by talking them through this step by step at a social distance Any member of staff assisting a child with intimate care needs must wear the appropriate PPE (apron, plastic sleeves, gloves and mask) Staff must monitor the bathrooms at busy times to ensure the children are following the distance rules.	<b>H</b>
<b>Providing first aid and medical attention within the bubble</b>	<b>Children</b>	Children to have an understanding of why staff are covering their face to give first aid at the present time	<b>M</b>
	<b>Staff</b>	Staff to talk with children about why they will cover their face and wear protective clothing when giving first aid at the present time Staff to wear PPE comprising a face mask, gloves and plastic apron when giving first aid to a child If first aid is required to an area on or close to face or there is the likelihood of facial excretions to contaminate the person giving first aid then protective plastic sleeves and a face shield can be used	<b>H</b>

Area of consideration	Stakeholder	Action to mitigate risk	Risk rating
<b>A suspected case of COVID 19 within the bubble</b>	<b>Children</b>	<p>Children entering the bubble each day must be COVID 19 symptom free (no high temp, persistent dry cough or loss of taste/smell)</p> <p>Children entering the bubble each day must have had no need to take paracetamol/ibuprofen medication in the previous 48 hours for fever/respiratory related illnesses</p> <p>Children entering the bubble must be from a COVID 19 free household</p> <p>If a child displays any COVID 19 symptoms during the day they must be immediately taken to the Meeting Room where they can be safely held until a parent comes to collect them. PHE guidance on cleaning and waste is then to be followed</p> <p>Children attending the school bubble are eligible for a COVID 19 test and are encouraged to take this up</p> <p>If a test returns negative, children may continue to attend their bubble</p> <p>If the test is positive, the child's household must adhere to government guidance on isolation</p>	<b>H</b>
	<b>Parents</b>	<p>Parents must ensure that children do not enter the bubble if they have any COVID 19 symptoms, if a member of the household has any COVID 19 symptoms or if they have had to take paracetamol/ibuprofen medication for a fever/respiratory related illness within the last 48 hours</p> <p>Parents must ensure that up to date emergency contact details are shared with school</p> <p>Parents must pick up their child if they display COVID 19 symptoms promptly</p> <p>Parents must ensure that children who display COVID 19 symptoms obtain a test and communicate the outcome of this to school</p> <p>If the test is negative, parents may continue to send their child to the bubble and end the household's isolation</p> <p>If a test is positive, parents must ensure that the child does not return to the bubble until the end of the isolation period, according to government guidance</p>	<b>M</b>
	<b>Staff</b>	<p>Staff working within the bubble must be deemed fit for work following the school's audit of availability to work</p> <p>Any staff member in a vulnerable category must complete a personal risk assessment with the Headteacher before commencing work in the bubble</p> <p>Staff working within the bubble must be COVID 19 free and come from a household which is COVID 19 free</p> <p>Staff working within the bubble must have had no need to take paracetamol/ibuprofen medication in the previous 48 hours for fever/respiratory related illnesses</p> <p>If attending to a child who is displaying COVID 19 symptoms, staff may take the child's temperature and must wear PPE (gloves, sleeves, aprons, face mask and visor) and take that child to the Meeting Room until a parent comes to collect. Staff members will then be advised to go home for the rest of the day to enable showering and changing clothes</p> <p>Staff must remove and dispose of PPE according to the routine demonstrated at staff briefing (June 2020)</p> <p>Staff members who display COVID 19 symptoms during the course of a school day must leave the setting immediately and PHE guidance on cleaning and waste is to be followed</p>	<b>H</b>

Area of consideration	Stakeholder	Action to mitigate risk	Risk rating
		<p>Staff members displaying COVID 19 symptoms must obtain a test and communicate the outcome of this to the Headteacher</p> <p>If the test is negative, the staff member may continue to work within the bubble and end the household's isolation.</p> <p>If the test is positive, the household must follow government guidance on isolation.</p>	
<b>Safeguarding the welfare of children including those with SEND and those identified as vulnerable</b>	<b>Children</b>	<p>Children to have regular opportunities to talk about their Lockdown experiences with staff members</p> <p>Children to have the opportunity to engage in ELSA activities if necessary to meet their emotional needs arising from lockdown and any anxiety caused by COVID 19</p> <p>Children engage with songs, stories and discussions about how to keep safe and well (refer to Annex B resources and Northumberland LA resources)</p> <p>Provide placements for children identified as vulnerable within bubbles</p> <p>Children with SEND and EHC plans to have their needs met within a bubble if this is considered safe following risk assessments.</p>	L
	<b>Parents</b>	<p>Parents to have clearly understood methods to communicate concerns relating to their children and the current COVID 19 situation (socially distant face to face communication at the designated pick up, drop off point, telephone and email communication with staff members or the Headteacher)</p> <p>Parents of children with SEND or EHC plans to have regular communication with staff and headteacher and SEND team to ensure that children's needs are being met either within school or at home</p>	L
	<b>Staff</b>	<p>Staff to provide regular opportunities for children to talk about their Lockdown experiences and be vigilant to signs of distress, anxiety or child protection that may arise from these discussions</p> <p>Staff to act upon signs of stress, anxiety or child protection by communicating to KS1 lead, DS Lead or headteacher for further action</p> <p>Staff to meet 1:1 needs of children with EHC plans where appropriate</p> <p>Staff to communicate with other professional agencies (social workers, early help workers etc) when meeting the needs of children considered 'vulnerable'</p>	L
<b>Ensuring and maintaining the well-being of staff</b>	<b>Staff</b>	<p>Staff to be provided with a clean working environment</p> <p>Staff to have the assurance of the necessary PPE to carry out their job</p> <p>Staff to know that they can approach any member of the SLT if they feel anxious or worried about their working environment or deployment</p> <p>Staff to have a morning and lunch break</p> <p>Staff to ensure that their emergency contact details shared in school are up to date</p> <p>Teaching staff to have weekly PPA time</p> <p>Staff must not take books or school equipment home</p>	L

# Planning guide for KS1 and childcare settings Annex B Resources

## Planning guide for early years and childcare settings Annex B Resources

<https://www.twinkl.co.uk/resource/dr-dog-ebook-eyfs-t-p-843>

[https://nosycrowcoronavirus.s3-eu-west-1.amazonaws.com/Coronavirus\\_ABookForChildren.pdf](https://nosycrowcoronavirus.s3-eu-west-1.amazonaws.com/Coronavirus_ABookForChildren.pdf)

<https://www.twinkl.co.uk/resource/positive-mental-health-and-wellbeing-ks1-resource-pack-t-lf-2548958>

<https://cdn-busybees.ams3.digitaloceanspaces.com/downloads/twoMetreActivity.pdf>

<https://cdn-busybees.ams3.digitaloceanspaces.com/downloads/handWashingSongActivity.pdf>

<https://www.brighthorizons.com/family-resources/talking-to-children-about-covid19>

## Northumberland LA COVID 19 Resources

<https://padlet.com/clairalisonjohnson/ufqivcbbe0ck>