



# Operational Guide and Return to School Risk Assessment – September 2021

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## Operational Planning and Return to School Risk Assessment September 2021

### Full Return – All Year groups

All the information contained is built on two core principles which are:

1. Supporting the school and parents to keep the safety and wellbeing of both pupils and staff at the centre of decision making during this next phase.
2. Supporting the school and parents to maintain best educational practice for all children at Sandwich Infant School.

**This document must be read alongside the current government guidance:  
Schools COVID-19 operational guidance, August 2021**

## Operational Planning and Return to School September 2021

### Risk Assessment Measures

Risk level	Action and Timescale
Minimal	No action required and no documentary record needs to be kept.
Low	No additional physical control measures are required, however monitoring is necessary to ensure that the controls are maintained.
Medium	Efforts should be made to reduce the risk and the reduction measures should be implemented within a defined period. Where the medium risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
High	Work should not be started until the risk has been reduced to an acceptable level. Considerable resources may be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.
Stop	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources, work has to remain prohibited.

The school has created this operational planning tool and Risk Assessment using the above thresholds to measure risk once the considerations/actions have been implemented.

## Section 1 - Operational Issues

A range of approaches and actions can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. For more information, see [DfE guidance on Implementing Protective Measures for Schools and Settings](#)

Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions
Health and Safety Compliance	All staff	Ensure that all health and safety statutory compliance checks have been undertaken before opening, such as fire alarm testing, water hygiene inspections.  <b>All members of staff are required to carry out a twice weekly LFD test and share the results with the headteacher from 1<sup>st</sup> September until the end of September 2021 when this will be reviewed by the DfE.</b>	Premises Manager  Headteacher	
Pupil Arrival and Collection	Parents and Staff	The school will return to normal hours from September 2 <sup>nd</sup> 2021. Arrival between 8.50 am and 9.05 am (gate opens at 8.45am) Collection at 3.00pm prompt (gate opens at 2.50pm) Children will be met on the playground by their class teacher or another member of the class staff. Parents do not enter the school building except to talk to the office staff. Reception children enter by the gate on the playground and operate a one-way system past the Fun Club door for ease of movement. Reception parents are allowed to enter the classroom during the first few days when the children are part-time.		

Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions
<b>Movement around the School</b>	All Children and Staff	From September 2021, bubbles will no longer exist unless there is an outbreak. Whole school collective worship can resume and children can eat together in the hall.	All Staff	
<b>Handwashing</b>	All Children and Staff	Handwashing will take place on arrival at school, before and after break and before lunch.	All staff	
<b>Staff and Administration</b>	All Staff	There is no limit on the number of adults in the office or staff room at one time although it is advisable to space out timings so that there are not too many people at one time. Please be mindful of other people's comfort and well-being.  Please leave the door open after break times to enable a change of air in the staffroom.	All Staff	
<b>Visitors</b>	All staff and visitors	All visitors must use hand sanitizer or wash their hands in the medical room on arrival. A record will be kept of all visitors (Name, address and contact number) in case they need to be contacted regarding an outbreak/ positive testing. Therapists and specialist workers (I.e. STLS, SALT) can continue as normal. Volunteers are able to return to school. Volunteers will be asked to show evidence of a recent negative LFD test until end of September. Parent meetings will take place in school, virtually or by telephone as agreed with the parents.		
<b>Ventilation</b>	All staff and children	Small windows should be open at all times during class time. At break times all windows and doors should be opened to change the air but closed as the children return to class (unless it is too warm).		

Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions
<b>External Play, Sports and Clubs</b>	All Children and Staff and Team Theme	Team Theme (our sports provider) will resume including after school club.  Fun Club will continue as normal.	All Staff	
<b>Educational Visits</b>	All Children and Staff. Wider public	Educational day visits are now allowed to resume.		
<b>Snack and Lunch Time</b>	All Children and Staff	All children can be on the playground or garden together.  Reception children will go straight to the hall at midday. KS1 children will be collected by their designated Mid-Day Supervisor and taken outside. The bell will be rung for the first KS1 class after Reception are seated.	All Staff	
<b>Administering First Aid</b>	All Staff and Children	The school's First Aid Policy and Administering of Medication Policy remain unchanged. PPE is provided in the Medical Room and School Office if members of staff are having to administer personal care.	All Staff	

## Safety and PPE, Cleaning and Hygiene

### Infection information

The COVID-19 virus that causes COVID-19 spreads primarily through droplets generated when an infected person coughs, sneezes or speaks. You can also become infected by touching a contaminated surface and then touching your eyes, nose or mouth before washing your hands. The virus can survive on surfaces that they land on. However, the amount of live virus on any surface decreases over time. The risk of infection from touching something that had the virus on it for a few days would reduce to negligible.

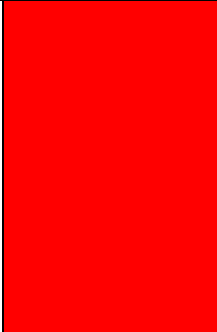
Environmental factors will affect the survival of the virus. There is, therefore, no substitute for thorough cleaning.

Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions
<b>Toileting and Hand Washing</b>	All Staff and Children	<p>All classrooms have sanitizer and antibacterial soap.</p> <p>Scheduled hand washing will occur at the following parts of the school day:</p> <ol style="list-style-type: none"> <li>1. Upon arrival to school</li> <li>2. Before and after break</li> <li>3. Hand sanitizer used as children enter the hall for lunch</li> </ol> <p>Children will be reminded of, and asked to adhere to the 'Catch it, bin it' approach. Tissues should be placed in the lidded bins available in each classroom. Children/ adults must wash their hands after using a tissue/ sneezing or coughing.</p>	<p>Site Manager to monitor daily</p> <p>All Staff</p>	
<b>Equipment and Uniform</b>	All Staff and Children	<p>Children should wear school uniform.</p> <p>Children are able to bring in a water bottle and packed lunch if necessary.</p> <p>Children are able to bring their book bag daily, and are able to take home one reading scheme book, changed when needed.</p> <p>Children are to bring PE bags into school at the beginning of each term as normal. These will remain on the child's peg. These will be sent home at the end of every term for a wash.</p> <p>KS1 children will have their own pencil case containing their individual equipment. Reception children will have shared pencil pots.</p>		

Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions
<b>Cleaning following a suspected case of Coronavirus</b>	SLT	<p>Cleaning an area with normal household disinfectant after a suspected case of COVID-19, will reduce the risk of passing the infection on to other people.</p> <p>Cleaners should wear disposable or washing-up gloves and aprons for cleaning. Once cleaning is finished, these should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish. Cleaning staff should wash their hands before starting cleaning and after they have disposed of their used clothing.</p> <p>Cleaning should be administered using a disposable cloth. Hard surfaces should be cleaned first with warm soapy water. Surfaces should then be cleaned with normal disinfectant products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab- rails in corridors and stairwells and door handles.</p> <p>If an area is believed to be at risk of more heavy contamination from a person with COVID-19 (such as an isolation room, the teaching room where the child was learning, circulations spaces, etc), cleaners should use a higher level of cleaning PPE, to include a face mask, disposable apron and gloves and eye protection, such as goggles or a visor.</p> <p>Once cleaning is finished, the PPE should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish. Cleaning staff should wash their hands after they have disposed of their used PPE.</p>	SLT Site Manager	
<b>PPE in General School Use</b>	All Staff	The Government advice states that face masks do not need to be worn outdoors, in schools or by those who would find them difficult to wear such as young children. This is understood as saying that wearing a mask in normal school situations is not necessary.	Headteacher	
<b>Where PPE should be used</b>	All Staff	<p>There are some circumstances where use of PPE, including a face mask, may be recommended:</p> <ul style="list-style-type: none"> <li>• Moving, isolating or supporting a child with symptoms of COVID-19.</li> <li>• Cleaning an area where a child with COVID-19 symptoms has visited.</li> <li>• Working with children whose care routinely already involves the use of PPE due to their personal care needs.</li> <li>• Administering medication or peg feeding a child which means that the adult has to be in close proximity to the child.</li> </ul> <p><b>The school has made provisions to support the use of PPE in the above circumstances.</b></p>	SLT	



Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions
<p><b>If a person becomes unwell, especially with COVID-19 symptoms</b></p>	<p>All Children, Staff and Parents</p>	<p>If a child, young person or member of staff becomes unwell with symptoms of COVID-19 while in their school or setting: –</p> <ul style="list-style-type: none"> <li>● Phone Local Health Protection Team and explain the circumstances. PHE may suggest full and immediate closure for deep cleaning, or say that you can continue teaching.</li> <li>● The person must be supported until they can be collected and taken home. They should not be left unattended.</li> <li>● An isolation room is allocated - medical room - so that the child can isolate behind closed doors, ensuring that they remain at least 2m away from others at all times. They must use the toilet and sink in the medical room (which should be thoroughly disinfected after use).</li> <li>● A face mask should be worn by the supervising staff member if a distance of 2 metres cannot be maintained. If contact with the person is necessary, then gloves, an apron and a face mask should be worn by the supervising staff member.</li> </ul> <p>After the sufferer has been collected:</p> <ul style="list-style-type: none"> <li>● If the school is closed, initiate a cleansing, with your usual contractor as directed by Public Health England.</li> <li>● If the school remains open, the PHE may advise to close off all places where the child has been. In practice, this may necessitate closing the school anyway.</li> <li>● If a child/ member of staff becomes unwell, they must take a PCR test.</li> <li>● Evidence of a negative PCR test result will be required before a child or adult can return to school.</li> </ul>	<p>All Staff</p>	<p>The risk cannot be reduced due to Covid-19 Pandemic.</p>

<p><b>If a person tests positive</b></p>	<p>All Children, Staff and Parents</p>	<p>If a person tests positive for COVID, we will:</p> <ul style="list-style-type: none"> <li>• Contact the local health protection team</li> <li>• Health protection team will carry out a risk assessment and advise of the procedures to follow.</li> <li>• Information will be shared with members of the school community as appropriate.</li> </ul>	<p>All Staff</p>	
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Section 2 - Staffing during a return to work

Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions
Return to Work	All Staff and Children	<p>All staff are obligated to fulfil their contractual duties and work as required.</p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</a></p>	All Staff	The school may not be able to full operate if insufficient staffing occurs.