



Dorset Council – School Risk Assessment Template: Managing emerging from lockdown May 2020

This document is based on the arrangements communicated to schools in the documents 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 before 1st June. 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/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#how-to-implement-protective-measures-in-an-education-setting-before-wider-opening-on-1-june>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

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:	<p>The school has not been closed during this period of lockdown so normal operating systems and checks have still taken place.</p> <ul style="list-style-type: none"> • hot and cold water systems • gas safety • fire safety • security including access control and intruder alarm systems • ventilation – classroom areas all have good ventilation, with most having a door to the outside which can be opened. • kitchen equipment – the school is going to be using the cold packed lunch service for FSM and infant meals during this time 		JW
organise class groups/bubbles	All classes will return in September	- Children who go to the breakfast and afterschool club, which is	

	<p>Staff deployment to achieve this</p> <ul style="list-style-type: none"> - Acorns – Miss Ireland - Chestnuts – Mrs Wilson/Mrs Bolar - Ash - Mrs Cross - Acers – Mrs Wilson/Mr Adey - Oaks – Mrs Salisbury/ Mrs Ferguson <p>All teachers and staff can operate across different class and year groups to facilitate the delivery of the school’s full educational offer.</p> <p>Children will be kept in their classrooms for the majority of the time however some classes will mix to allow for more specialist Maths and Phonics teaching sessions to take place. This will mean a bigger bubble is created. The school will therefore have 3 main ‘bubbles’: Acorns Bubble 1 – Chestnuts & Ash Bubble 2 – Acers & Oaks</p>	<p>independently run by The Ark may be placed in different ‘Bubbles’</p> <ul style="list-style-type: none"> - Siblings may still be in different ‘Bubbles’ - It is recognised that younger children will not be able to maintain social distancing and it is acceptable for them not to distance within their group/bubble. 	
<p>organise classrooms maintaining space between seats and desks where possible</p>	<ul style="list-style-type: none"> - Pupils will sit side by side and face forwards at desks. - Any unnecessary furniture will be removed in order to aid the seating of pupils’ side by side at own tables. - Adults to ideally remain 2m from each other. 	<ul style="list-style-type: none"> - Some tables are round and irregular in shape. This may be hard to achieve however everything possible will be done to minimise contact and mixing. 	

	<ul style="list-style-type: none"> - Adults to try to maintain a distance where possible. Where there is interaction, it will be side by side or behind if possible and for as minimal a time as possible. - It cannot be guaranteed that children will be socially distanced at all times. 		
<p>decide which lessons or activities will be delivered</p>	<ul style="list-style-type: none"> - The Library will not be used. Instead a selection of books will be available in each classroom. Books going home will be put in a 'returned' box, sanitised and left for 72hrs before being reused. - There will be restricted access to practical activities given the need for cleanliness. Essential/ easy to clean equipment for practical lessons will be rotated between groups, cleaned and left over the weekend before being used by another group/bubble. - Children and adults will all be given their own stationary pack which will include pencils, rulers, scissors, glue stick etc to limit sharing of resources - Malleable resources such as play dough will only be used in Acorns following specific protocols. - PE lessons will still be delivered but will be non-contact and will be only one group at a time. Any equipment used will need to be cleaned after the session and before another 		

	<p>group uses them. No soft hard to clean equipment will be used eg. bean bags</p> <ul style="list-style-type: none"> - No singing will take place indoors. Only outdoors and socially distanced. - Laptops and iPads to be wiped after use. 		
consider which lessons or classroom activities could take place outdoors	<ul style="list-style-type: none"> - The outdoor play trail area will not be used as it is too difficult to clean between each group using. - Acorns class only to use the sandpit and surrounding play area. 		
use the timetable and selection of classroom or other learning environment to reduce movement around the school or building	All rooms/areas in the schools will be timetabled for use. They will be cleaned after use/before another group uses them.		
stagger assembly groups	Whole school assembly will continue to be done virtually. Worship will therefore take place in class groups.		
stagger break times (including lunch), so that all children are not moving around the school at the same time	<p><u>Break time</u> –</p> <p>Acorns and Bubble 1 (Chestnuts and Ash) will have break from 10 – 10.15am.</p> <p>Acorns will have their own designated area outside which will be different from Bubble 1.</p> <p>Bubble 2 (Acers and Oaks) will have break from 10.35 to 10.50 am.</p>		

	<p><u>Lunch Time</u> – Lunches will be cold packed lunch including those normally in receipt of FSM and universal infant free school meals. All children will therefore be packed lunch.</p> <p>Lunch time to be staggered. All children to eat in the Hall. Maximum 6 to a table spaced out.</p> <p>Acorns and Bubble 1 lunch 12.00 – 1pm Bubble 2 lunch – 12.30 – 1.30pm</p> <p>Timings will allow for cleaning down of tables and benches between lunch sittings. There will also be a space in the Hall led between Acorns and Bubble 1 to ensure distancing and Bubbles don't cross.</p> <p>The Playground and field will be zoned and areas allocated to each Bubble for use.</p> <p>Bubbles/Groups not to go into each other zones</p>		
<p>stagger drop-off and collection times</p>	<p>Most of our children are from outwith catchment and therefore most travel by car.</p> <p>Drops offs and collections to be staggered to keep groups apart.</p> <p>Bubble 2 (Ash & Oaks) – 8:45 – 3:15pm Bubble 1 (Chestnuts and Ash) – 8:55 – 3:05pm Acorns – 9am – 3pm</p>		

<p>plan parents' drop-off and pick-up protocols that minimise adult to adult contact</p>	<p><u>Drop-off</u> If a child needs to be dropped off by an adult we ask that it is one adult only. We ask that all adults, who can, wear a mask at drop off time as we cannot ensure social distancing. Children to be delivered to the marked Drop Off Zone on the playground which may be accessed by Acers classroom. They will be greeted by their adult at this point. The reception gate to the Recreation Ground will not be in use at this time. Oaks class will use the outside door for drop off and collection. Parents should come in to school on the pavement side, passing The Raft and The Ark, drop their children off and exit school behind the staff cars. This creates a one-way system.</p> <p><u>Collection</u> Children will be brought to the gate at Acers classroom for collection at their designated time. We ask that all adults, who can, wear a mask at collection time as we cannot ensure social distancing. Parents are only allowed in the school building via appointment only. Parents should come in to school on the pavement side, passing The Raft and The Ark, collect their children from the Playground and exit school behind the staff cars. This creates a one-way system.</p>	<p>- Children who go to the breakfast and afterschool club, which is independently run by The Ark</p>	
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	<p>Any children who are late should be brought to the office area observing the social distancing signs and messages</p> <p>Siblings – To aid drop off and collection younger siblings can be accommodated in the Hall to allow parents to drop off/collect families at the same time.</p> <p>Those children who are booked into The Ark for breakfast and afterschool club will be collected and dropped off at any times which are different from the normal school day.</p>	<p>may be placed in different 'Bubbles'</p>	
<p>consider how to keep groups of children together throughout the day and to avoid larger groups of children mixing</p>	<ul style="list-style-type: none"> - - Children will work in own classroom most of the time or outside spaces on a rota basis. - Chestnuts and Ash class will become Bubble 1 to allow for specialist teaching and delivery of the curriculum in Maths and Phonics. - Acers and Oaks will become Bubble 2 to allow for specialist teaching and delivery of the curriculum in Maths. - Corridors will have tape down the middle so children keep to the left. - Playground and field will be zoned for groups/Bubbles. 		

	<ul style="list-style-type: none"> - Children will not be sent to the office or to collect ipads/laptops. This needs to be done by adults at break times. 		
consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously	<ul style="list-style-type: none"> - Reduce the volume of equipment in use - Each class/Bubble to have own playground equipment. - Equipment to be cleaned thoroughly at the end of a session - Ensure children wash hands before and after using any equipment and avoid touching eyes, nose and mouth while doing so. 		
remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere	<ul style="list-style-type: none"> - All unnecessary items have been removed from classrooms and put into storage during this time. 		
School uniform	<ul style="list-style-type: none"> - Normal school uniform will be worn each day. - Uniform does not need to be cleaned any more than usual. - Children will wear PE kit on the days that they have PE. 		
Peripatetic Music Teachers	A separate risk assessment has been written. Key principles are:		

	<ul style="list-style-type: none"> - Lesson will take place in the music practise room with the maximum of 1 child a t a time. - The window will be open during lessons. - Teachers will wear a mask. Gloves will also be worn if appropriate. - Any shared instruments such the piano will be sanitised by the teacher between sessions. - This may mean that the lesson time is shortened to allow this. - Tutors will sit side by side not face on. - Handling of sheet music will be limited to individuals. <p>Music teachers will have to sign a supplementary risk assessment before commencing lessons.</p>		
Visitors	<p>Any visitors to school should have a prior appointment.</p> <p>Visitors must sign in on arrival and sanitise their hands.</p> <p>A mask should be worn in school.</p> <p>Social distancing rules should be kept to as far as possible.</p> <p>If toilets are used, they must use sanitising wipes provided to clean all touched areas before exiting the toilet.</p> <p>Before leaving school, hand sanitiser should be used on exit.</p>		

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 (following the COVID-19: guidance for households with possible coronavirus infection)	Clear notices for parents Electronic communication Reminders on a regular basis		
tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend	Drop off/collection by one parent/carer should be at the designated area and time. Social distancing markers in place should also be adhered to as well masks being worn by adults when they come on to site. Any siblings who attend with the parent should not be allowed to run off, touch or mix with other children.		
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)	Drops offs and collections to be staggered to keep groups apart. Bubble 2 (Ash & Oaks) – 8:45 – 3:15pm Bubble 1 (Chestnuts and Ash) – 8:55 – 3:05pm Acorns – 9am – 3pm <u>Drop-off</u> If a child needs to be dropped off by an adult we ask that it is one adult only.		

	<p>Children to be delivered to the marked Drop Off Zone on the playground which may be accessed by Acers classroom. They will be greeted by their adult at this point. The reception gate to the Recreation Ground will not be in use at this time. Oaks class will use their outside door at the car park.</p> <p>Parents should come in to school on the pavement side, passing The Raft and The Ark, drop their children off and exit school behind the staff cars. This creates a one-way system.</p> <p><u>Collection</u></p> <p>Children will be brought to the gate at Acers classroom for collection at their designated time. Oaks class will use their outside door at the car park.</p> <p>Parents are only allowed in the school building via appointment only.</p> <p>Any children who are late should be brought to the office area observing the social distancing signs and messages</p> <p>Siblings – To aid drop off and collection younger siblings can be accommodated in the Hall to allow parents to drop off/collect families at the same time. Parents should come in to school on the pavement side, passing The Raft and The Ark, collect their children from the Playground and exit school behind the staff cars. This creates a one-way system.</p>		
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	<p>Those children who are booked into The Ark for breakfast and afterschool club will be collected and dropped off at any times which are different from the normal school day.</p>		
<p>make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</p>	<p>Parents are only allowed in the school building via appointment only. We ask that all adults, who can, wear a mask at drop off time or if invited into school. Any children who are late should be brought to the office area observing the social distancing signs and messages Any parents invited into school should not go into the office or walk into school. They should wait in reception. Specified areas for parental waiting – markers used outside office area Contact with staff should be done so through email or phone as much as possible. Parents should avoid gathering in group during drop off and collection and should adhere to social distancing measures and wear masks.</p>		
<p>talk to staff about the plans (for example, safety measures, timetable</p>	<ul style="list-style-type: none"> - staff meetings (virtually) and emails have been used to inform staff about changes to 		

changes and staggered arrival and departure times), including discussing whether training would be helpful	timetables, procedures and health and hygiene.		
communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers	<ul style="list-style-type: none"> - orders placed early for essential hygiene items, signage, cleaning, food and stationary. - All products currently in school. - Letters have already gone out to parents about packed lunches for the Autumn Term. 		
discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this	<ul style="list-style-type: none"> - We only have one cleaner who can do an additional hour per day. - Also additional cleaning will take place at lunch and as or when required during the day - Key items/areas to be clean list in each class. - Only adults will complete cleaning 		
When open			
Keep cohorts/bubbles together where possible	Procedures to be shared with all staff. All must acknowledge reading procedures.		
ensure that children and young people are in the same groups/bubbles and different groups are not mixed during the day	<ul style="list-style-type: none"> - Clear rotas for children and room/areas they will use and when. - In order to allow for specialist teaching and delivery of the curriculum in Maths and Phonics Chestnuts and Ash class will become Bubble 1. 		

<p>ensure staff contact with each group/bubble is kept to a minimum.</p>	<ul style="list-style-type: none"> - In order to allow for specialist teaching and delivery of the curriculum in Maths, Acers and Oaks class will become Bubble 2. - The same member of staff will be used each week, as much as possible to cover PPA. 		
<p>ensure that wherever possible children and young people use the same classroom, with a thorough cleaning of the rooms at the end of the day.</p>	<ul style="list-style-type: none"> - Each child will be given their own labelled stationary pack containing essential items. - Carpet time will not be used unless social distancing can be adhered to. - Sharing of rooms and social spaces will be limited. Where different groups use the same room it will be cleaned after use/before the group use it. - Activities where children are bunch together will be minimised. - Rooms will be cleaned regularly during the day and thoroughly at the end of the day. 		
<p>For cleaning and hygiene: follow the COVID-19: cleaning of non-healthcare settings guidance</p>	<p>Mark A Foxwell m.a.foxwell@dorsetcc.gov.uk Can advise on specific issues.</p>		
<p>ensure that sufficient handwashing facilities are available. Where a sink is not</p>	<p>Year R – Acorns, has own sink Year 1 – Chestnuts, has own sink</p>		

<p>nearby, provide hand sanitiser in classrooms and other learning environments</p>	<p>Other classes will use the sinks in the KS1 and KS2 toilets.</p> <p>In additional, sanitiser will be available in each classroom and room in the building.</p>		
<p>clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal</p>	<p>At lunchtime these key areas will be wiped with antibacterial wipes by adults in the room and as and when necessary.</p> <p>Children to use own water bottles to drink from which will be kept on/under their desk.</p>		
<p>Hygiene: ensure that all adults and children...</p>			
<p>With symptoms of coronavirus</p>	<p>Do not attend setting if they have symptoms – see posters displayed around school.</p> <p>If a child, family or staff member shows symptoms of fever, persistent cough, loss of smell or taste they should self-isolate for 10days, to get a test done, family for 14days.</p> <p>Anyone who is unwell with Covid symptoms must comply with track and trace.</p> <p>If a child becomes unwell at school with these symptoms then they should be isolated (until a parent collects them), behind a closed door, staff member to</p>		

	wear PPE. If they need to use a bathroom, then that toilet should then be closed until it has been deep cleaned.		
frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning	<p>Minimum handwashing/sanitising</p> <ul style="list-style-type: none"> - On entry to school - On return from playtimes/PE - Before and after eating - If they change classroom - Leaving at the end of the day - When a tissue has been used - If someone coughs/sneezes 		
clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing	Tissues and hand sanitiser to be in all classes Bins with a lid will be provided for all used tissues/disposable face masks.		
are encouraged not to touch their mouth, eyes and nose	Staff to discuss with children and what to do instead.		
use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')	Children then to wash hands and or any other areas which may have been infected.		
ensure that help is available for children and young people who have trouble	Staff to model these behaviours		

cleaning their hands independently	Staff to encourage young children to learn and practise these habits through games, rhymes and repetition		
For those children in the youngest age groups who may have toileting issues, consider safe approaches	Gloves are available in Reception toilet area. Toilet cleaning materials are available from cleaning cupboard as necessary. Children who are known to regular soil themselves will be encouraged to bring an additional pair of clothes. Any soiled clothes will be bagged up in a plastic bag for parents.		
ensure that bins for tissues are emptied throughout the day	Separated lidded bins for tissues/disposable face masks Bagged up separately.		
Use of face coverings	Children and staff who wear face masks to school or in the playground at drop off/ collection time should remove on arrival in the school building. When removing do not touch the front of the face covering. Wash hands once removed Dispose of a temporary covering in a red lidded bin. Reusable ones should be placed in a plastic bag to take home. Hands should be washed again before entering the classroom.		
where possible, all spaces should be well ventilated using natural ventilation	Where possible rear classroom doors to be opened. Class windows and or skylights to open for ventilation. Weather permitting.		

(opening windows) or ventilation units			
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 Do not increase fire risks Consider carefully evacuation routes may need to change Weather permitting.		
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	School currently has adequate supplies and will continue to buy well in advance.		
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		
Social distancing			
accessing rooms directly from outside where possible	Consider safe access routes and do not compromise site safety		
considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through	Tape will be placed down the middle of corridors to keep groups apart as they move.		

the setting where spaces are accessed by corridors			
staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time	Back doors to be used from classrooms to minimise use of corridors when going to break and lunch. Chestnuts and Oaks classroom to use main door. Staggered breaks – see before		
staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group.	As detailed before		
ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time	Year R has their own toilet area Other children to use KS1 & 2 toilets Try, where possible, to limit the number of children going to the toilet at once eg. 1 boy, 1 girl		
Specific measures for some children and young people who will need additional support to follow these measures	Some children may need to be accompanied to the toilet by an adult.		

<p>Use outside space for exercise and breaks:</p>			
<p>Consider outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff</p>	<p>A rota will be set up for each group so they have an allocated slot for outdoor education.</p>		
<p>although outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned 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</p>	<p>Outdoor play equipment such as the play trail not be used due to difficulty in cleaning.</p> <p>Acorns only will use Sand pit and accompanying play area.</p> <p>Classes to be given some equipment of their own to play with at break/lunch. This will need to be cleaned thoroughly on the return to class.</p>		
<p>For shared rooms:</p>			
<p>use halls, dining areas and internal and external sports facilities for lunch and exercise. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports</p>	<p>The Hall will be used at lunch time for each group.</p> <p>Tables will be set up for eating packed lunches. Two groups can eat at a time at opposite ends of the Hall. Tables to accommodate 6 maximum. Tables and benches to be cleaned down between each sitting.</p>		

<p>or games together) and adequate cleaning between groups between groups is in place, following the COVID-19: cleaning of non-healthcare settings guidance</p>	<p>Willows classroom and Maple room will be a shared classroom. It will be cleaned after use/ before next group uses it.</p>		
<p>stagger the use of staff rooms and offices to limit occupancy</p>	<p>Staff will be on staggered breaks. Chairs to be spaced out in staffroom. Staff should not sit next to each other. At least two chairs apart where possible. Maximum 4 adults in the staffroom and office areas. Antibacterial spray to be used on staffroom chairs.</p>		
<p>Reduce the use of shared resources:</p>			
<p>Limit the amount of shared resources that are taken home and limit the take-home resources between children, young people and staff</p>	<p>Children and staff can take a book and other shared resources between home and school. These should only be essential items, avoid all unnecessary sharing.</p> <p>Children should only bring essential items/ equipment to school:</p> <ul style="list-style-type: none"> - Book bag (rucksack – Oaks class only) - Lunch box - Water bottle - Hat/coat - Reading book - Homework books given by teachers 		

	Children will be given a stationary pack to avoid transporting of pencil cases.		
Seek to prevent the sharing of stationery and other equipment where possible.	Each child to have their own stationary pack. Shared materials and surfaces will be cleaned and disinfected more frequently		
Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts	There will be restricted access to practical activities given the need for cleanliness. Essential/ easy to clean equipment for practical lessons will be rotated between groups, cleaned and left over the weekend before being used by another group.		
Adjust transport arrangements where necessary including:			
encouraging parents and children and young people to walk or cycle to their education setting where possible	The majority of parents are out of catchment and therefore travel by car. Parents who live within walking or cycling distance will be encouraged to do so.		

Additional factors that are important on a local level may be added to this template: