

**Full reopening of school - bubble model following Covid 19 pandemic
Risk Assessment**

As of 8th March 2021, the government has announced plans for all children to return to school and childcare settings. At Christ Church C of E Primary School:

- The school has been divided into Bubble groups made up of year groups of up to 64 children. Steps have been taken to ensure that these year group bubbles do not mix.
- Classes of children within the older year group bubble groups will be kept distanced to some extent but will eat together, share play times and playspace. Staffing will remain consistent for the bubble group and staff may support across both classes. Younger children will mix freely across the year group bubble.
- Most staff will not cross bubble groups.
- Full guidance for how this works in practice is provided for staff in the bubble model guidance document.

This risk assessment is based on government guidance available following this [link for Guidance full opening: schools](#) and this [link for safe working in Education](#) also incorporates the experience of staff having worked in the more restricted “bubble model” operated first for children who are vulnerable or who are from families where parents are critical workers, and then for the priority year groups, during the Covid-19 pandemic.

Assessment performed by:

Health and Safety Representative + Mary Pike

Hazards	Controls present	Risk Rating
Pupils running into obstructions	<ul style="list-style-type: none"> • see Health & Safety Policy 	
Collisions	<ul style="list-style-type: none"> • see Health & Safety Policy 	
Lack of staff to child ratios across the school for daily requirements	<ul style="list-style-type: none"> • Staff ratios are at least in line with DfE Guidelines. • Covid safe supply - block booking or using a member of staff from another bubble. • Partial closure of bubble group. 	Tolerable
Lack of First Aid expertise, resources and management	<ul style="list-style-type: none"> • See First Aid risk assessment for the full reopening of school following Covid Pandemic 	
No SLT member of staff within school due to staff absence	<ul style="list-style-type: none"> • All SLT anticipate being in school unless asked to shield, self isolate or are unwell • If SLT are required to work off site, a contingency plan will be put in place. • All staff can contact SLT Christ Church School via mobile phone and email. All SLT staff are available at any time. 	Trivial

No DSL within school.	<ul style="list-style-type: none"> ● All SLT anticipate being in school unless asked to shield, self isolate or are unwell ● All staff can contact a DSL via mobile phone and email as outlined in the Safeguarding Policy appendix for school closure. All DSLs are available at any time. 	Trivial
Congestion of parents and children not social distancing when arriving at school to drop off children or collecting children.	<ul style="list-style-type: none"> ● A one way system has been put in place for drop off and collection with parents entering via the Montpelier road gates and exiting the school via the gate to Rotary Field park. ● Families needing to drop older children off at a later time to younger children will have to complete a full circuit. ● Families whose older children have a later start times than a younger child will have to complete a full circuit. ● There is to be no waiting and no return against the one way system. ● If a family member dropping off and picking up a child has a disability that prevents this they must make themselves known to the school and alternative arrangements will be put in place. ● Families will be advised to adhere to the drop off and pick up times. Teachers have been advised to adhere strictly to the admitting and releasing children. ● The premises manager and SLT will supervise the collection and drop off in the early days until all parents understand the arrangements. ● Parents/carers will be discouraged from talking to staff at the door; instead parents will give class teacher emails which they can use and teachers will be asked to view their email daily up to 30 minutes before the start of teaching time. After this 	Tolerable

	<p>time a message may not be seen during the day and parents/carers will need to email the office. Each class ground floor class will enter the school through their class fire exit.</p> <ul style="list-style-type: none"> ● 4S, 5L, 6P will enter via the KS2 playground door near the external lift. This door will be propped open to avoid children touching the door before washing their hands and supervised by a member of staff in that bubble. ● Year 5B and 6LA will enter through the door by the commemoration plaque between the old and new parts of the building. This door will be propped open to avoid children touching the door before washing their hands and supervised by a member of staff from that bubble. ● Bubbles have been allocated staggered start and finish times over a 20 minute period and parents and carers have been informed of those times. ● Children and parents follow the 'one in one out' rule if entering the entrance vestibule for any reason. ● Parents and carers have been told that there is no access to the school building. Parents and carers needing to speak to someone in the school office should email the school or use the school phone number. ● Parents and carers dropping off children at the start of the day take them straight to their designated entrance to the school. Parents do not enter the building. ● Markings are displayed on the pathways into the school. ● We have had to change the way Year 2 children are picked up as their part of the field is being reseeded. They will be brought out to the KS2 playground just before their pick up 	
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	<p>time at 3:20pm. Previous bubbles will be prompt with bringing their children out so there is no congestion and bubble mixing. Graham will use the walkie talkies to let the Year 2 bubble know when it is clear to bring their children out.</p>	
<p>Staff and children are unsure of how to respond to fire drills.</p>	<ul style="list-style-type: none"> • Staff and children to follow Fire Safety procedures outlined in Fire Safety and Emergency Evacuation Policies. • Children will experience a fire drill planned within the first two weeks of term. • The lining up points have been spread out to allow for 2m distance between year group bubbles. 	<p>Tolerable</p>
<p>Staff are unsure of daily expectations in bubble groups.</p>	<ul style="list-style-type: none"> • The bubble guidance document is regularly updated to support staff with provision expectations. 	<p>Trivial</p>
<p>Staff are unsure of how to support behavioural needs of children accessing the bubbles.</p>	<ul style="list-style-type: none"> • The bubble guidance document is regularly updated to support staff with behaviour support for specific children's needs. • Children with specific challenging behaviour have detailed plans on their individual timetable document or on the Year group timetable document. • Behaviour policy was updated in September with Covid-19 included. • SLT accessible by walkie talkie to office/ phone face to face and email to share concerns. • SLT are able to contact parents. 	<p>Trivial</p>
<p>Staff are unsure of safeguarding policy.</p>	<ul style="list-style-type: none"> • All staff have been informed and directed to read Safeguarding policy with added appendix to outline safeguarding procedures. • Checks made to ensure staff have read this guidance and where this has not been read, to be followed up. 	<p>Tolerable</p>
<p>COVID-19 entering the bubble provision by children and staff.</p>	<ul style="list-style-type: none"> • All children and staff wash their hands on entry to school. • Children are taught to wash their hands thoroughly using the 'Happy birthday song' 2x, the Lord's prayer or other song of appropriate length. 	<p>Tolerable</p>

	<ul style="list-style-type: none"> ● Children are taught to pull the roller towel down before use, dry their hands and pull it down again to leave a clean towel exposed before leaving. <ul style="list-style-type: none"> ○ Additional roller towels to be added to all toilet areas so that there is no risk of it running out ○ Ensure the midday cleaner checks that there is plenty of clean towel when she cleans the toilets at lunch times ○ Ask teachers to reteach/review hand drying procedures with children on a weekly basis. ○ Staff to tell children that they must not touch the towel if wet or dirty and seek adult help to get somewhere clean to dry their hands. ○ Regular reminders to be given to children regarding hand washing especially at the start of the term ● All staff and children are encouraged to maintain social distancing where they can in school. ● Children have been taught good hand washing techniques and are reminded of this regularly throughout the day. ● Children to bring tissues to school and to be taught good respiratory hygiene. ● Any child or staff member feeling unwell with any of the symptoms of Covid-19 will be advised to stay at home and get a test. Any parents or carers refusing to get their child tested will be asked to keep their child at home for 10 days and any siblings at home for 10 days. ● Any child or staff member who becomes unwell with symptoms of Covid-19 during the school day will be isolated in a separate room if 	
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	<p>awaiting collection and have access to one toilet. All other staff and children will not access this toilet and room. Steps will be taken to ensure this person leaves the premises as soon as practicable.</p> <ul style="list-style-type: none"> ● PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained - staff should follow the Public Health England Guidance for putting on and taking off PPE (found in Google drive/staff/risk assessments/PPE) ● <u>Government Guidance</u> for staff on how to respond and support a child unwell is available in this guidance document. ● Parents and carers collecting an unwell child/ children will be encouraged to be cautious and wear protective masks, gloves etc. when collecting the children. ● Parents and carers/staff to be informed that the unwell person should self isolate for at least 10 days and arrange to have a test to see if they have Covid-19. ● If there is a confirmed Covid-19 case, the school will contact the service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority, working to agreed PHE and DfE guidance by calling 0800 046 8687, and selecting option 1. A dedicated team of advisors will inform the school of what action is needed based on the latest public health advice. They will work through a risk assessment to identify close contacts. Advisors will be responsible for referring more complex cases, as necessary, following a triaging of your circumstances during the call. In addition the school will notify the 	
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	<p>education team within the council (Shelley Davies, shelley.davies@croydon.gov.uk Director of Education and Rachel Flowers, rachel.flowers@croydon.gov.uk Director of Public Health) and the school link adviser Jo Wallin Joanne.wallin@croydon.gov.uk Contacts of contacts do not need to self-isolate.</p> <ul style="list-style-type: none"> ● If there is more than one case in a 14 day period this should be reported to Public Health England Health Protection Team 0344 326 2052 ● Clinically vulnerable staff in the bubble or who are involved with teaching that bubble will be advised and agreement reached with SLT as to whether they are confident to stay at work or wish to self isolate. ● School to identify families of the extremely clinically vulnerable and advise them of the situation. ● Letters to be sent out to the affected bubbles and non-affected bubbles informing them of a positive case and subsequent actions ● Where the positive case is a staff member, establish what information can be shared with other staff ● Inform HoS at Purley Nursery, governors and After School provision and Supply agency if appropriate ● Parents and carers have been informed of the <u>stay at home guidance</u>. ● Staff will be asked to take LFT's 2x per week. If there is a positive case on an LFT test, the school will contact the DfE helpline, Ofsted, Croydon and PHE and begin contact tracing. They will not wait for a PCR test (guidance updated 29/01/2021). ● Staff will be required to wear face covering, where possible when 	
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	<p>greeting parents on arrival and pick up. Staff should wear face covering in communal areas when social distancing between staff is not possible. However, staff may, if they choose, wear face covering in all communal areas of the school. Staff are not required to wear face coverings in class as pupils should be able to see staff's face and facial expressions. However, if staff wish to wear protection in class they should wear a clear face shield or face covering with a clear panel. Pupils are not required to wear face coverings at any point and should not be asked to do so.</p>	
<p>Infection spreads due to large numbers of people coming into close contact with each other.</p>	<ul style="list-style-type: none"> ● The school has been divided into Bubble groups of year groups with a maximum of 64 children ● Classes of children within the year group bubble groups will be kept distanced where possible but staff may support across both groups. ● Staffing will remain consistent for the bubble group across the day and most staff will not mix across bubble groups. ● A few staff work in a second bubble to ensure the right staffing levels or to carry out interventions. they will wash their hands thoroughly as they move from one group to another. ● Specialist staff work across year groups. ● Bubble children do not usually mix and are kept separate as far as possible. ● Bubble children have been allocated their own toilet areas and wash basins and are encouraged to use these where possible. (Although children will be told if their need is urgent and their allocated toilet occupied that they may use another toilet) 	<p>Tolerable</p>

	<ul style="list-style-type: none"> ● Collective worship videos will be prepared each day for use in classrooms. Children will not be permitted to sing but can hum, sign or dance to participate in the songs. ● Parents and carers are asked to wear masks at drop off and pick up time. 	
<p>Infection spreads due to staff from different bubbles coming into close contact with each other.</p>	<ul style="list-style-type: none"> ● Staff bubble groups have been allocated specific toilet areas ● Staff toilets are supplied with virucidal spray and a roll of paper towel for staff to wipe frequently touched surfaces after each use. ● Staff training sessions and catch up meetings will be conducted using Zoom. ● The cookery room will be made available for staff at lunch times to increase the space available. ● Staff have staggered breaks. ● Staff entering a communal space should remain at a 2m distance from colleagues from other bubbles. ● Seating in the staffroom and cookery room has been reduced. ● Staff should wash their hands on entry to the communal space. ● Staff can clean taps /handles using disinfectant spray and paper towel. ● After eating, staff should put crockery in the dishwasher and not leave it in the sink for others to handle. ● After sitting at a communal space, staff are asked to clean their space using disinfectant spray. ● Staff are encouraged to avoid the use of staffroom where possible and to consider bringing flasks/cold bags. 	Tolerable
<p>Children from different bubbles accessing the same EAL teacher/ dyslexia teacher/ one to one support/therapist leads to spread of infection between groups.</p>	<ul style="list-style-type: none"> ● Specialist washes her hands on arrival at school. ● Specialist works in an allocated room away from other children. ● Where possible the door and windows are open to maximise ventilation. ● Children are collected by the specialist from their bubble 	Tolerable

	<p>maintaining as much social distancing as possible en route to the room and during the session.</p> <ul style="list-style-type: none"> ● Children wash their hands thoroughly at their designated sinks before entering the specialist's room. ● Tables and resources are cleaned using disinfectant spray and wipes between children. ● Children wash their hands thoroughly before re-entering their bubble room. 	
<p>Infection spreads due to children from different bubbles accessing the same specialist room (computer suite/music room/cookery room)</p>	<p>Computing</p> <ul style="list-style-type: none"> ● Computing teacher washes her hands before collecting the children ● Children are collected by their computing teacher and taken to wash their hands at their allocated toilets. ● Children walk socially distanced to the computer suite. They are handed a wipe or piece of paper that has been sprayed with the sanitizing solution on entry to the room and use this to clean their keyboard and screen if using an Ipad. They keep this wipe /paper beside their workstation. ● During the lesson, staff will give help to children from behind them, talking and directing over the childrens' shoulders. ● Children will be encouraged to stay seated during a session. ● At the end of the session children will clean their keyboards again with their wipe and then put this in the bin on the way out of the room. ● Computing teacher will then walk with the children socially distanced back to class. ● Class teacher will organise hand washing on return to the classroom. <p>Music Room</p> <ul style="list-style-type: none"> ● Class teachers will be allocating time BEFORE the beginning of the Music session for children to wash their hands. 	<p>Tolerable</p>

	<ul style="list-style-type: none"> ● Children will be taken by their class teachers to Music lessons ensuring they are socially distanced and that doors are propped open by staff so the children do not have to touch them. Staff member can wash their hands after dropping the class off. ● Whilst in a Music lesson, no more than 15 children should be singing at the same time. ● All equipment used will be wiped down before and after the lesson for the same bubble group.. ● Windows should be opened wherever possible. ● Class teachers should collect children after their lesson and take them back to their designated toilets to wash their hands. <p>Cookery Room</p> <ul style="list-style-type: none"> ● This space will not be in use for children at this time. ● Staff will use this space as an overflow staffroom. All equipment, tables and chairs will be cleaned after use. ● Cleaning products will be made available for this. <p>PE TA</p> <ul style="list-style-type: none"> ● The PE TA works across bubbles supporting children in a number of classes ● Staff member will wash her hands before touching equipment and ensure this has all been cleaned with anti-bacterial spray ● Staff member will maintain a distance from children wherever possible, demonstrating and modelling from afar ● Staff member will wash her hands after the session before returning to a her bubble 	
<p>Infection spreads due to inadequate protection measures at lunch time.</p>	<ul style="list-style-type: none"> ● Children wash their hands before entering the hall to eat. 	<p>Tolerable</p>

- Catering staff follow Covid secure operating procedures as outlined by the school's catering provider.
- Blocks of 5 tables will be grouped at least 2m from each other.
- Table arrangements (in groups of 5 tables with 12 seats). Younger children, Yr R - 2 will sit in bubble groups 12 to table. (11.30 - 12.00)
- Children from Year 3 up will sit 6 children to a table for 12 on alternate seats. Year 3 (approx 12.00 - 12.30), Year 4 and one Year 5 (12.30 - 1.00) one Year 5 and Year 6 (1.00 - 1.30)
- Kitchen staff or lunch time cleaner will sanitise tables between sittings.
- Kitchen staff serving meals and lunch time cleaner will wear face coverings.
- Only one or two year groups will be offered a hot meal each day.
- Kitchen staff will wear gloves and plate up meals with cutlery in advance.
- Parents/carers will pre-order a hot meal or school packed lunch or provide their child with packed lunch.
- Children will sit at tables on entry to the hall and school staff and kitchen staff will bring over school packed lunches and school meals.
- School staff who are delivering hot lunches to the children must wear a mask
- School staff will pour water so children do not touch jug handles.
- Allow for three groups to eat in the hall at one time sitting 6 or 12 to a table with adequate social distancing between blocks of tables.
- Children are to not share food between each other.
- Staff to monitor safe eating at lunch and snack time.
- Parents and carers are reminded by staff and leaflets about food policy at Christ Church.

<p>School provision is not cleaned regularly to reduce the risk of COVID 19 spreading.</p>	<ul style="list-style-type: none"> ● Cleaning products are available in each classroom for staff and children to manage cleaning of devices, toys etc but must be kept out of reach of children and only used under supervision ● Soft toys and furnishings have been reduced. ● Contract cleaners clean daily and there will be additional cleaning of toilets and tables at lunch time. ● The premises manager ensures that classrooms, including any resources identified by the staff and communal spaces used are added to this daily cleaning schedule when required. ● Tables and frequently touched surfaces are cleaned at regular intervals during the day by staff in the bubbles. ● Staff and children are reminded regularly to wash their hands when they enter the provision and when they return from outside. 	<p>Tolerable</p>
<p>Infection spreads because staff cannot maintain and encourage safe social distancing between pupils.</p>	<ul style="list-style-type: none"> ● All children have been divided into year group bubbles. ● Each class will use their own room, and have been allocated an entrance/exit to the outside and toilet and sink to use. ● The children and staff from bubble play, learn and eat together but do not mix with other bubbles during this time. This is made clear to the children. ● Bubble children do not mix and are kept separate at all times. ● Children will not be lining up before entering the building. They will be dropped to and picked up from their allocated door. ● Furniture will be arranged in the classrooms to maximise the chance for social distancing. ● Children in KS2 will be facing the front and will not have carpet time. 	<p>Tolerable</p>

	<ul style="list-style-type: none"> ● Children in KS1 will have freeflow but will have regular reminders about washing hands and physical contact with other children. ● Children will walk around the school in a socially distanced manner and will be encouraged not to touch surfaces and doors. ● The playground, field, mud kitchen, vegetable patch are available through each day to children but these are either clearly divided up or used on a rota basis. All children must be accompanied by at least 1 adult. ● Equipment used in communal spaces such as tables, metal and plastic parts of seats are cleaned between use by different groups. ● Adventure play equipment is used by one group for a week. The weekend allows time for the virus to dissipate from wood surfaces, plastic and metal parts are cleaned between use by different groups. ● Due to poor weather and the field being out of use, two bubbles will sharing the trim trail each day. Children to wash their hands carefully when coming in from playtimes and to be encouraged not to put their hands near their faces 	
<p>Children not practising safe social distancing measures</p>	<ul style="list-style-type: none"> ● Staff model social distancing and good hygiene measures throughout the day. ● Staff encourage and praise children to reinforce safe social distancing methods. ● Children are kept within bubble groups and bubbles are not allowed to mix. ● Each bubble has allocated toilet cubicles and sinks that are clearly marked as to which group can use them. 	<p>Tolerable</p>

<p>Children pick up the virus left on the surface of the play equipment.</p>	<ul style="list-style-type: none"> ● Each set of adventure play equipment is allocated to a bubble for a whole week. ● Plastic and metal parts are cleaned daily before use. ● UV light over the weekend will remove traces of the virus left on the wood. (No traces of virus remain on wood after 2 days according to the Lancet article about research into how long the virus remains on surfaces). 	<p>Tolerable</p>
<p>Staff are concerned that Health and Safety checks are not being carried out in school.</p>	<ul style="list-style-type: none"> ● Premises Manager is onsite every day to monitor and manage Health and Safety. ● Premises Manager and SLT are available to contact by walkie talkie. ● Staff are vigilant to record and inform SLT and Premises Manager of Health and safety concerns. ● Weekly fire safety checks are carried out and monitored by the Premises Manager. 	<p>Tolerable</p>
<p>Considerable staff absence due to staff members having to self isolate leading to insufficient appropriate cover</p>	<ul style="list-style-type: none"> ● EHT will review staff shortages and consider the impact on children and decide whether we can meet children’s needs, including those with 1 to 1 support, with the staff remaining in the bubble. ● In the event that the EHT deems there to be a risk to the safety of the children or staff or the financial cost of covering this absence has become unsustainable, then the EHT will determine which bubbles to close ● EHT will notify the bubble staff of closure and the time frame for this ● EHT will inform the relevant parents and carers of closure and the possible time frame for this ● Remote learning will begin on the first morning after bubble closure ● Some staff within this bubble may be re-deployed to work in other bubbles to cover staff shortages. All other bubble staff will be supporting remote learning during their working hours 	<p>Tolerable</p>

	<ul style="list-style-type: none"> Extremely vulnerable staff will not be re-deployed in other bubbles Bubbles closing due to staffing shortages will close for the shortest possible period and for a maximum of one week The school's link advisor, Jo Wallin, will be advised of this closure 	
Insufficient First Aiders on site or no Paediatric trained First Aider within EYFS	<ul style="list-style-type: none"> EHT to assess staff shortages and absences, looking at First Aid provision and check whether there is a First Aid trained member of staff within each bubble, a Paediatric trained First Aider in EYFS and a First Aid at Work trained member of staff on the premises EHT to close bubbles if this is insufficient (see above) 	Tolerable
Insufficient fire wardens on the premises	<ul style="list-style-type: none"> EHT to ensure that there is at least one fire marshal on the premises EHT to ensure that all SLT members are aware of responsibilities if a fire alarm sounds and areas that they must check 	Tolerable
Government guidelines for safe provision in school change regularly	<ul style="list-style-type: none"> SLT will review and update risk assessment regularly in line with updates guidance for the Government re. COVID 19. Bubble Model guidance will be updated and staff directed to it 	Tolerable

Comments/Action required	Timescale	Responsible person

People at risk	Employee <input type="checkbox"/>	Contractor <input type="checkbox"/>	Member of Public <input type="checkbox"/>	Other <input type="checkbox"/>
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Employees informed of risk assessment via all of the following means:	Risk Assessment Register folder		
Employees to report newly-identified hazards via:	Written notification to Head Teacher		
Date of next review:	Next review: This review: 23rd February 2021 Last reviewed: 20th November 2020 Written: 14th September 2020		
Assessment frequency:	Annually		
Date:		Signed:	

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