



Ravenfield Primary Academy

September 2021 full opening plan and risk assessment

This document will be reviewed regularly and is aimed at being a usable working document which will constantly be evolving based on feedback.

Premises: Ravenfield Primary Academy

Work Activity: [September 2021 full opening plan and risk assessment](#)

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Ravenfield Primary Academy – September 2021 full opening

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Section 1 - Overview and rationale

“As the country moves to Step 4 of the roadmap, the government will continue to manage the risk of serious illness from the spread of the virus. This marks a new phase in the government’s response to the pandemic, moving away from stringent restrictions on everyone’s day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people’s education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for two doses by mid-September.

Our priority is for you to deliver face-to-face, high quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

We have worked closely with the Department of Health and Social Care (DHSC) and Public Health England (PHE) to revise this guidance”. [Schools Covid-19 Operational Guidance – Updated July 2021](#)

Underpinning all of these plans will be the safety of both students and staff. Our detailed risk assessment has been shared on our website since May 2020, in readiness for September 2020 and has now been updated regularly and further for the September 2021. Our updated plans and risk assessment are based on the government’s systems of control to:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of Covid-19.

Further government guidance on the full opening of schools in March can be found at:

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

This plan and risk assessment has been created based on the following guidance and advice:

- Governments (Gov.uk) Guidance for full opening: schools (details outlined above):
- Implementing Protective Measures in Education and Childcare Settings
- Safe working in education, childcare and children’s social care
- **Planning guide for primary schools - NEU/GMB/Unison/Unite commentary and checklist. NASWUT questions.**
- CST shared models of good practice
- **Each updated Risk Assessment has been shared with governors, staff and parents throughout the year.**

Section 2 - Outline of plan

All students will return to the Academy on **Monday 6th September 2021**.

1.1 Systems of Control: Protective Measures

- The table below outlines the key protective measures the school will take to deliver the four systems of controls identified by Public Health England.
- Further controls are set out in the plan and risk assessment below.

| No | Essential Control | School Actions |
|-----------|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Ensure good hygiene for everyone. | <ul style="list-style-type: none">• All students and staff will be reminded to wash hands before and after visiting the toilet, coughing/sneezing and having a meal.• All students will receive reminders on effective handwashing routines via posters and routines in class.• The academy will deploy posters that remind pupils and staff about the importance of catching a cough or sneeze in tissue, disposing of the tissue and washing hands, particularly on large screens and by washbasins/toilets and at entry/exit points.• All classrooms, social spaces and corridors will have adequate lidded bins. |
| 2 | Maintain appropriate cleaning regimes. | <ul style="list-style-type: none">• There will be an enhanced cleaning schedule throughout the day.• The school will be cleaned every morning before school opens (a specific focus on door handles, desk surfaces).• The school will also be cleaned at the end of the school day. |
| 3 | Keep occupied spaces well ventilated. | <ul style="list-style-type: none">• Doors to social areas to remain open when appropriate (when there is adverse or cold weather the doors will be shut – The Principal will make the decision on this and will update the appropriate staff).• Windows the classrooms will be open when appropriate (when there is adverse or cold weather the doors will be shut – The Principal will make the decision on this and will update the appropriate staff). When the weather is too cold, the windows will be opened when the room is not occupied over break and lunch to allow for air circulation.• Classroom doors will remain open during lesson time. |

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| 4 | Follow public health advice on testing, self-isolation and managing confirmed cases of Covid-19. | <ul style="list-style-type: none"> • If any staff member or pupil develops symptoms they will be sent home immediately. • Staff members or pupils should remain home if they develop symptoms until they have a negative PCR test. • If a student develops symptoms whilst at the academy they will be isolated until they get picked up or alternative arrangements are made to get them home. • Close contacts will be identified via NHS Track and Trace. The academy may be contacted by NHS Track and Trace, if this is the case we will work with the NHS Track and Trace to identify close contacts. • From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so. <p>Asymptomatic Testing</p> <ul style="list-style-type: none"> • Staff and students will continue with the twice weekly home testing until the end of September, in line with government guidance. • Students or staff who test positive on the on-site lateral flow device tests or the twice weekly home tests should get a PCR test to determine if they have Covid-19. They must isolate until they receive the result, if the test result is negative them may return to school immediately. |
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2.2 Attendance

All students are expected to attend school full-time from 6th September 2021. Government guidance has made it very clear that it is vital for **all** children to return to school to minimise the possible longer-term impact of the pandemic on children's education, wellbeing and wider development. Missing out on more time in the classroom risks students falling further behind. This means from 6th September 2021 the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age
- school's responsibility to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices, in line with the local authority's code of conduct.

A register will be taken at 8:45 each morning for all pupils and at the start of the afternoon lesson. The school will follow the DfE guidance on absence codes for students who fail to attend school.

Covid-19 Isolation related absence

Only children who have contracted Covid-19 or have been instructed by NHS Track and Trace will be able to access learning from home. All other students are expected to attend the academy to access their education.

If a student is absent due to contracting covid-19 or has been instructed by NHS Track and Trace to self-isolate the following will happen:

- A member of staff at the school will contact the pupil to discuss accessing remote learning.
- The office will email an updated list of pupils isolating to staff each day
- The teacher will share all of the required resources with the child each day.
- The pupil is expected submit their work via Dojo/email.

2.3 Arrival/Leaving Times (Monday 6th September)

- All EYFS children to enter by the nursery gate to arrive at 8.45am.
- All other children to arrive on the main playground to enter at 8.35am. The children will be collected by their teacher. Registration is at 8.45
- Children to be picked up at the end of the school day at 3.15pm. EYFS from the EYFS path and playground. Y1 and Y2 on the KS1 playground. Y3-6 on the main playground.

2.4 Timings of the school day

| School Day - 2021 -22 | | | | | |
|-----------------------|-------------|-------------|--------------------|-------------|--|
| EYFS | | | KS1 & 2 (Year 1-6) | | |
| | FS1 timings | FS2 timings | | Timings | |
| Morning session 1 | 8.45-11.45 | 8.45-10.30 | Morning session 1 | 8.45-10.30 | |
| Break | | 10.30-10.45 | Break | 10.30-10.45 | |
| Morning session 2 | | 10.45-12.00 | Morning session 2 | 10.45-12.00 | |
| Lunch | | 12.00-13.00 | Lunch | 12.00-13.00 | |
| Afternoon session | 12.15-3.15 | 13.00-15.15 | Afternoon session | 13.00-15.15 | |

2.5 Break and lunch time

- Breaks will go back to take place on separate playgrounds. EYFS/KS1 and KS2 will all have their own playgrounds.
- The children will be timetabled to have their lunch in the hall.

2.6 Duties

- A rota will be drawn up prior to the start of term

2.8 Catering Staff

- Food will be served in the dining hall:
 - The classes will have their lunch in separate areas on a timetable.
- Catering staff will continue to wash hands with soap regularly, particularly before serving food.
- Cashless catering will continue to apply. Wipes and hand sanitiser will be available at all serving stations.
- Children to use wipes and sanitiser before eating their lunch

2.9 Policies

The following policies will be reviewed signed off by Friday 28 August:

First Aid
Administration of Medicines
Pupils with Medical Conditions
Toileting and Intimate Care
Attendance
Safeguarding
Exclusions
Behaviour
Emergency Evacuation
Remote Learning Guidance
Health and Safety
Home/Academy Agreement

Sickness absence policy
Uniform policy (face masks)

From 6th September 2021 updated policies will be available on the school website www.ravenfieldprimaryacademy.com > Home > Menu> About us > Our Policies.

2.10 Communication

- Reporting of absence must be through the admin team on the school phone number 01709 542678 or via Class Dojo directly to Mrs Walker (previously Miss Fenton) (not class teachers please)
- Any change to end of day collection arrangements must be through the admin team on the school phone number 01709 542678 or via Class Dojo directly to Mrs Walker (not class teachers please)
- Appointments can be made to speak to class teachers at the end of the school day but please do not request to speak to any staff member before the start of the school day to aid a smooth transition into classes.
- If a message is non-urgent it can be sent via Class Dojo · If a message requires an urgent response, please telephone the school office on 01709 542678 or email on info@ravenfieldprimaryacademy.com

2.11 Toilets

- All toilets in the building will be open.
- Year groups will have designated toilets before school, break time and lunch time.
- Only one pupil per cubicle should enter the toilets.
- All cubicles will be disinfected regularly.

2.12 Cleaning

- There will be a reactive cleaner on site at all times.
- In each of these areas, cleaners will disinfect and wipe down all surfaces in these high frequency areas:
 - In toilets
 - Entrance to classrooms. All classroom doors will be wedged open to improve ventilation and so the handles don't have to be used.

- Break and lunch locations before, during and after break and lunchtimes (this is undertaken by the catering team).
- The school will be cleaned every morning before school opens and at the end of the school day (a specific focus on door handles, desk surfaces).
- All classroom doors will be wedged open.

Section 3 – Risk Assessment

| Hazards identified | Persons at risk | Key questions to review risk | Overview of information and actions taken regarding the hazard identified | Further action required (if any) / Comments |
|---------------------------------------------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| 3.1 Infection control | | | | |
| 3.1.1 Risk - Spread of COVID-19 due to poor hygiene and infection control | | | <ul style="list-style-type: none"> • The table in section 2.1 on pages 4 - 5 outlines the key protective measures the school will take to deliver the nine essential controls identified by Public Health England. | |
| 3.2 Staffing / facilities / compliance | | | | |
| 3.2.1 Staff shortages due to absence may compromise operational safety | Staff | <ol style="list-style-type: none"> 1. Calculate grouping sizes/likely attendance against number of available staff 2. Calculate groupings against statutory ratios 3. What provision is in place for monitoring and adjusting arrangements? | <ul style="list-style-type: none"> • The health status and availability of every member of staff is regularly updated so that deployment can be planned. • All SLT/senior staff members are briefed on each other's roles in order to avoid any single point of failure. • Sufficient cover/supply staff are available. • Roles have been reallocated to cover any critical functions where appropriate. Staff have appropriate competences and training to fulfil their roles. • Staff have been trained /briefed across disciplines to avoid any single points of failure. • There are sufficient qualified first aiders to cover the numbers of staff and pupils on site. • Operational SLT review at the end of each day. | |

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| <p>3.2.2 Are measures in place to ensure registration processes are undertaken effectively and accurately?</p> | <p>Staff</p> | <ol style="list-style-type: none"> 1. Is a paper-based system needed or can SIMs access be provided to all staff for whom it is needed? 2. Are systems in place for registers to be completed in a timely manner? 3. Are systems in place for registers to be returned to the office with minimal footfall in school? 4. Is school able to differentiate between those students expected/shielded/ being kept at home / absent due to illness/ absent due to safeguarding concerns 5. Has thought been given to how late arriving pupils will be taken to groupings? 6. What provision is in place for monitoring and adjusting arrangements? | <ul style="list-style-type: none"> • Staff will take registers on SIMs during morning (am reg) and after lunch (pm reg). • A member of the admin team will be available to contact home for children who don't arrive. • All teaching staff will have mobile phones. • Staff completing duties and reception staff will have mobile phones. • Late arriving children will be signed in at the office by admin/parent. • Enquiries/info emails will be checked regularly. Reception will be manned at all times (8:00 – 16:00). | |
| <p>3.2.3 Risk of too many staff utilising toilet facilities causing cross contamination.</p> | <p>Staff</p> | <ol style="list-style-type: none"> 1. What cleaning regime are staff expected to adhere to after use? 2. How will cleanliness of handles and door plates be guaranteed to prevent cross contamination? | <ul style="list-style-type: none"> • Staff will have access to toilets throughout the building. All toilets will be clearly labelled and have available cleaning products inside to clean handles etc. • Staff Should maintain social distancing when moving around the building. | |

3.3 Classroom environments

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| <p>3.3.1 Risk of infection spreading within groups due to poor hygiene – Surfaces/handles/equipment are not clean or become contaminated during the day.</p> | <p>All</p> | <ol style="list-style-type: none"> 1. What provision has been made for drying hands? Is this sufficient/sustainable? 2. What routines are in place for good cough/sneeze hygiene? Is this sufficient/sustainable? 3. Are interior doors propped open to minimise handle contact? Is a cleaning regime in place for handles/door plates? 4. Are clear, high profile reminders prominently displayed for children giving key messages? 5. What provision is in place for monitoring and adjusting arrangements? | <ul style="list-style-type: none"> • Government document 'guidance on hand cleaning' to be shared with all staff and the principles of this with pupils. • Lidded bins will be in every classroom to promote the 'catch it, bin it, kill it' approach'. • All toilets in the building will be open. Reactive cleaners will be in place throughout the day to clean the toilets regularly. • All teachers will have a mobile phone. • All classroom windows should be left open during the lesson unless it disrupts the learning. All classroom doors should be kept open at all times, using the door wedges. If the weather is too cold, the windows can be closed but must be reopened over break and lunch. • The school will be cleaned every morning before school opens (a specific focus on door handles, desk surfaces). | |
| <p>3.4. Movement around school during day (children)</p> | | | | |

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| <p>3.4.1 Danger of cross-contamination from door handles, equipment etc in classroom, communal and public areas</p> | <p>All</p> | <ol style="list-style-type: none"> 1. Will doors etc be kept open to minimise the need for them to be touched? 2. What cleaning regime will be needed in order to ensure that handles and door plates are not sources of cross contamination? 3. What hand cleaning regime will be implemented to minimise the risk of cross contamination from outside the classroom – eg provision of sanitiser/soap? 4. How will this be labelled/clearly communicated to pupils? 5. What provision is in place for monitoring and adjusting arrangements? | <ul style="list-style-type: none"> • Children will then be based in separate year group locations before school, at break time and at lunch time. Each of these areas includes designated toilets and an outside space. • Children must attend school in full school uniform as expected by the latest government guidance: https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term • Children can attend in PE kits on their PE days. • Doors will be kept open to reduce the need to touch door handles. Cleaning of spaces will take place every morning • This will be communicated to parents via letter and posters will be displayed throughout the academy highlighting hand washing protocols. • A member of SLT will be constantly present in each part of the school and any issues/messages can be relayed. • All teaching staff will have a mobile phone. | |
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| 3.4.2 Danger of Cross contamination in communal facilities | All | 1. What provision is in place for monitoring and adjusting arrangements? | <ul style="list-style-type: none"> Children will then be based in separate year group locations before school, at break time and inside at lunch time. Each of these areas includes designated toilets and an outside space. On entry to the school, students will be directed to the relevant location. The locations are: Children must attend school in full school uniform as expected by the latest government guidance: https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term Doors will be kept open to reduce the need to touch door handles. Cleaning of spaces will take place every morning. Staff will be reminded of hygiene protocol in shared facilities. | |
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3.5 Safeguarding / First Aid

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| 3.5.1 Risk of increased safeguarding/ pastoral needs following self-isolation – risk of pastoral worker/ safeguarding lead cross contaminating individuals and groups | All | <ol style="list-style-type: none"> 1. What provision has been made for pastoral/ safeguarding support? 2. Have reporting lines been reinforced? 3. How will pastoral support be provided while maintaining social distancing – can outside spaces be utilised? 4. What consideration has been made to access by social workers/Early Help etc – how will this be managed? 5. What provision is in place for monitoring and adjusting arrangements? | <ul style="list-style-type: none"> Staff will be briefed around the need to be vigilant to concerns over children wellbeing/abuse. All safeguarding training is up to date and reporting will follow the established channels to the safeguarding team. | |
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3.6 Suspected / Confirmed Cases

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| 3.6.1 Risk of contamination spreading as symptomatic child continues to mix with staff / children | All | <ol style="list-style-type: none"> 1. Has a clear message been communicated to all stakeholders that any child with a raised temperature or cough will be sent home? 2. Have good hygiene systems been put in place to ensure basic sneeze/cough/hand hygiene is consistently adopted? 3. Has a well-ventilated area been allocated to 'hold' children with symptoms in isolation until they can be collected? 4. What arrangements are in place for supervision while a child is in the isolation space? 5. What provision is in place for monitoring and adjusting arrangements? | <ul style="list-style-type: none"> • Anyone displaying symptoms will be sent home immediately and asked to book a test. They will be asked to inform the school of the result. • Any student showing symptoms who cannot leave the premises straight away, will be moved to a room where they can be isolated behind a closed door. A window will be opened for ventilation. If they need to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else. • This message will be communicated to all staff, parents and governors. We will continue to liaise with the member of staff on their condition and eventual return to school. • If a member of staff displays symptoms they should leave the academy immediately and book a PCR test. Staff should inform the academy of the result. | |
| 3.7 Health and Wellbeing | | | | |
| 3.7.1 Risk to staff mental health and well-being | All | <ol style="list-style-type: none"> 1. What is in place to reassure staff they are working in as safe an environment as possible? 2. Have staff been asked what they need to feel safe? 3. What is in place to ensure that staff have opportunities for self-referral to mental health support? 4. What is in place to provide opportunities for confidential conversations/counselling sessions? | <ul style="list-style-type: none"> • Communication with staff is prioritised to ensure clarity of procedures and reassurance around safety measures being put in place. • Staff suffering with mental health issues are advised to contact their GP initially, but there are counselling services available, including bereavement counselling through the MAST service. Staff should contact a senior leader in school if they require this service • Wellbeing/mental health issues are discussed with pupils during PSHE/assemblies and at other appropriate opportunities. • Age-appropriate websites/resources are provided for pupils. • Staff are directed to useful websites and resources that they might find helpful themselves. • Line managers stay in touch regularly with staff and check that they are well. • Staff briefings and training focus on wellbeing, recognising the importance of their own wellbeing and that of their pupils. • Appropriate work plans are agreed with staff and support is provided where necessary. • Staff are considered as individuals and managed accordingly. • Wellbeing and work-life balance are promoted with all staff. • The school has access to trained staff who can deliver any bereavement counselling and support. | |