

Risk Assessment for Coronavirus

Reception Class:

1st June 2020

Reviewed and updated in line with advice/guidance from Government

This risk assessment is made on the assumption and understanding that the Government has made a risk assessment in general in relation to the health and safety of both staff, children and wider community on the return of children to school from 1st June 2020

Risk Assessment and Considerations for Returning to school					
Re-opening risk assessment					
Identify Significant hazard	Who might be harmed? And how?	Risk level	Control measures	Responsibility	New risk level
Hygiene and health					
Reception Class will not be socially distancing from their peers	Children Staff Parents Possibility of virus transmission	High	<ul style="list-style-type: none"> 10 pupils will return to reception class on 15th June with this number increasing to 16 by the 22nd June. This will be one 'bubble'. 16 children is the recommended maximum number of pupils in a bubble in early years, but 15 is the recommended for a bubble in Early Year Foundation Stage (reception class). We are having 16 pupils in our reception bubble because we have two large learning areas: one inside and one outside. The parents have been made aware that if one member of the bubble catches Covid-19 all members will have to self-isolate for 14 days along with their families. By having 16 children in the bubble instead of 15, one additional member family in the group will have to self-isolate if a member of the group is found to have Covid-19 There will be staggered drop off and pick up times – Reception class 8:50 – 2:50pm Hand gel will be provided at drop-off so that pupils can clean their hands as they enter school – teachers to supervise this Classroom to be re-organised to support x15 pupil's maximum per class. Staff will be socially distancing and when required to move close to a child, PPE will be used Group work will include up to three children . 	SLT Office staff Cleaners	High

			<ul style="list-style-type: none"> ● Parents will not be permitted to enter the school buildings unless there is an emergency. If a parent has to come to collect a child, they will wait outside reception and their child will be brought to them. ● Any monies/forms for the school will be deposited either in the school post box or left in a clearly labelled envelope outside the school offices. ● The School Business Manager will be based in a separate office to the School Administrator, next to the Head's office (when the Administrator returns) ● No member of staff, child or parent should enter the School Front office where the school administrator is based if she is present. ● There will be markings on the paths outside of the school showing 2m intervals ● Only one parent to accompany child/children ● Members of school staff to be present outside when class arrive and leave school at the end of the day ● An additional member of staff will monitor the situation ensuring the social distancing is maintained for both parents and pupils ● Staff will encourage parents to keep moving, ensuring a one-way system. ● Clear signage to show parents directions around school and drop off times ● Children will remain in their class 'bubble' at all times. Bubbles will not mix. ● All children will have their lunch in the classroom ● Children bringing lunches must take rubbish home with them. ● Parents MUST NOT bring their child to school if they (the parent) or their child are displaying any symptoms of COVID-19 ● Windows and/or doors in all rooms to be kept open where possible where this does not include a safeguarding risk (ie exterior doors) ● Staff must remain 2 metres apart from each other ● Staff remain with the same group of children and do not swap between groups (wherever possible) ● Due to lack of staff, the group must remain together in Laurel Class. Free-flow will not be in place ● Staff meetings should take place outside, via Zoom (from home if necessary) or with attendees 2 metres apart. 		
Covid-19 transmission more likely in small office spaces	Office staff – Covid-19 infections		<ul style="list-style-type: none"> ● Windows and doors to be kept open where practical ● Limit of two people in main school offices and two people in head's office ● Ensure staff don't sit or talk face to face. Talk side by side if required ● Internal doors to offices to remain open to eliminate touching where feasible ● If the fire alarm goes off, all door stops should be removed by the class teacher ● Office telephones wiped down regularly and always before/after use by any other staff member 		medium

			<ul style="list-style-type: none"> Children should not visit the office. If a message needs to be passed to the office, this must be passed via a TA Children being picked up early or going to appointments to stay in the classroom group until parents arrive 		
Pupils display symptoms of COVID-19	Pupils Staff Parents Risk of transmission	High	<ul style="list-style-type: none"> Ensure awareness of non-typical coronavirus symptoms particularly in children Allocated isolation room – Sycamore Room (next to headteacher’s room) Pupils to be isolated if displaying symptoms in school. A member of staff will stay with them if they are extremely unwell (wearing PPE). If the child is stable they will be observed through the glass panel until collection can take place. A member of the office staff will phone parents. Child must go and get tested once an appointment has been booked. Results must be notified to the school as soon as possible Child only to return to school if the test is negative If the test is positive, the child will need to be at home for 14 days because the rest of their group will be self-isolating If a child tests positive, all children in the ‘bubble’ and the members of staff associated will be sent home to self-isolate for 14 days. Staff members are able to be tested in order to facilitate a quick return to school if possible. This could result in class closures. If a family member has symptoms, but not the child, the child will need to isolate for 14 days. 	Teaching staff and support staff Office staff to phone parents	medium
Pupils or staff are carrying COVID-19 without displaying symptoms.	Pupils Staff Parents Risk of transmission	High	<ul style="list-style-type: none"> All adults and children in year 1-6 need to maintain social distancing of 2 metres on the school premises and in public Regular handwashing strongly discourage anyone from touching their own face wipe down surfaces in between users No sharing of resources Practice ‘catch it, bin it, kill it.’ 		High
Staff display symptoms of COVID-19	Staff Pupils Risk of transmission		<ul style="list-style-type: none"> Staff member displaying symptoms to be sent home immediately Staff member to get tested as soon as possible. Staff member can only return if the test is negative or if the test is positive, after 14 days and they are feeling well. If the test is positive, wait for direction from Public Health England for further advice. 	TH	

Staff have extremely vulnerable family members that they are living with	Staff Family members		<ul style="list-style-type: none"> Staff should follow these guidelines if they are living with extremely vulnerable family members : https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 	TH	Low
Children have extremely vulnerable family members that they are living with – or are clinically vulnerable themselves	Family members		<ul style="list-style-type: none"> If a child, or the member of the child’s household is shielding, it is not recommended that they return to school 	TH	Low
Staff with underlying conditions who are more vulnerable to coronavirus and its effects	Staff on the shielding list Staff who are clinically vulnerable		<ul style="list-style-type: none"> Shielded staff continue to work from home Staff who are clinically vulnerable should work from home if possible or alternatively be offered safest onsite roles (and always 2 metres apart from others) Obtain an updated list of who this might apply to See list below for those who are clinically vulnerable https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing 	TH to send out staff questionnaire to identify staff Those staff identified to be offered a different role within the school or discuss possibility of working from home	
The school needs to be kept clean at all times	Pupils staff		<ul style="list-style-type: none"> All soft furnishings to be removed from the classrooms or placed out of reach When more than 15 pupils in reception class return, they will be on an A/B rota with a day for deep clean of classroom On the cleaning day, resources that have been used by a group will need to be wiped or soaked in ‘milton’ (teaching and support staff) Classrooms thoroughly cleaned each evening (cleaners) enhanced cleaning for 2 hours a day Cleaning hours to be changed in order to keep school as clean as possible All tables to be wiped down with disinfectant All switches/handles cleaned Each classroom to have their own spray and roll to wipe surfaces and equipment regularly Milton tablets to be used in Reception to sterilise plastic resources and then the resources will be left to air dry Year 6 and key worker groups equipment can be wiped or soaked as needed 	SD to liaise with cleaners Support and teaching staff SD ordering	Low

			<ul style="list-style-type: none"> ● SD to order buckets for Milton solution ● Foyer keypad, door handles and exit button to be wiped down regularly by office staff ● Doorbell covered to avoid contact 		
Classrooms are currently set up for 30 pupils	Pupils Staff parents	high	<ul style="list-style-type: none"> ● Classrooms reorganised to accommodate no more than 15 pupils at a time ● There will be tape markers on the floor to support children with spacing ● Each 'bubble' of 15 children will have their own sets of learning resources / equipment that will not be shared with the other groups ● Toys/resources difficult to clean will be removed from the classroom ● Group work will involve a maximum of no more than 3 children in reception class 	Class teachers	medium
Spreading the virus on solid surfaces in the Using the toilet	pupils	high	<ul style="list-style-type: none"> ● All groups can be encouraged to use the toilet at specific times during the day to reduce need for extra cleaning for individuals ● Reception staff will regulate how many people use the toilet ● Toilets will be checked and cleaned at lunch and the end of the day. This will involve cleaning taps/ door handles and flushes by a member of the reception class staff ● Staff will need to wipe taps and handles (including the flush) in the staff toilets after use (wipes will be left in each bathroom) 	Class teachers Support staff Cleaners	Medium
Playtimes	Pupils staff		<ul style="list-style-type: none"> ● Children will remain in their 'bubbles' for playtime. There will be no mixing of groups ● Children are not able to use equipment at any time ● Pupils will need to remain in a designated area ● Children to wash hands before going out to play and on their return from play ● Limited play area explained to children ● Staff member supervising play must ensure that pupils do not have contact with each other and remain at a distance from their peers ● The water fountain must be wiped down regularly. Children must bring their own water bottles to school 	Class teachers Support staff	Low
Wet play	Teachers Staff		<ul style="list-style-type: none"> ● Children will remain in their classroom ● Staff to have a break as detailed above 	Class teacher Support staff	Low
Lunch time	Kitchen staff Teachers/ support staff		<ul style="list-style-type: none"> ● All reception class children will either have a school packed lunch or bring in their own packed lunch ● All children will eat their lunch in the classroom and will be supervised by a 	Class teacher Support staff	Low

			<p>member of staff (if the member of supervising staff is not in that 'bubble' then they will keep their distance).</p> <ul style="list-style-type: none"> • School pack lunches will be delivered by a member of staff • While numbers are low, groups will play in an allocated part of the playground. As numbers increase, classes will be allocated a time outside. 	Lunchtime supervisors (if in)	
Staff breaks could mean staff members cannot social distance	Staff children	high	<ul style="list-style-type: none"> • A maximum of 2 adults in the staffroom at once. • The corridor to the reception class toilets will not be accessible to staff during the school day. This is to be used by reception class children only. Staff can access the staffroom via the hall. • In order to minimise the amount of contacts, there will be two staff areas established <ul style="list-style-type: none"> ○ Reception and Year 1 staff will use Willow Classroom as their staffroom ○ Key worker/ vulnerable staff and year 6 will use their middle area • Staff are able to collect a drink from the usual staff room (in a sealed flask) and take this with them to the allocated room • Office staff will use the usual staffroom to collect drinks and lunch, but will eat their lunch in the office • Signage will be placed on the doors • Staff will wash hands on entry to the room and on exit • Kettle will be wiped after use • All staff members should keep the kitchen area of the staffroom tidy and wipe down frequently (e.g. fridge door, containers, microwave handle etc) 	All staff	Low
External Contractors have to visit school	Teachers Support staff pupils		<ul style="list-style-type: none"> • External contractors will be kept to a minimum and where possible, will visit the school out of hours (after 3:30pm) • If several contractors need to visit school, their visits will be staggered • Contractors will wear facemasks 	SD	Low
PE coach working with different bubbles	Pupils		<ul style="list-style-type: none"> • The pupils will be taken out by the class teacher to the playground where the PE lesson will take place. Class teachers will also collect pupils at the end of the session so that the PE coach is not in a confined space with the bubble of pupils • The PE coach will always maintain a 2-metre gap between him and the pupils • The PE coach will wear a visor or mask provided by the school • No PE equipment will be shared between pupils • If PE equipment is used, it will be cleaned down before the next bubble uses the equipment • PE games must apply social distancing - Games such as tennis or hockey can be played – wipe down equipment after use. Individual skills can be practised. No 	TH and CB	Low

			team games to be played ie no throwing and catching between two children, but this can be done individually		
Adjustments to the curriculum/ Learning					
Parents choose not to send eligible pupils to school	pupils		<ul style="list-style-type: none"> ● Provide parents with a risk assessment and plan which details the school opening procedures and keep this updated ● Contact will continue to be made by phone ● Home learning will be provided as whole school projects which can be completed at home or at school – this is to be confirmed 	SENDCo Office staff Support staff	
Teaching, learning and curriculum resources	Pupils Staff parents	high	<ul style="list-style-type: none"> ● Children will only be able to use what is provided by school ● No resources to be brought in from home ● No books to be taken home from school ● Teachers may wear visors or face-masks and gloves if they wish ● Pupils will not wear face masks in school 	Class teachers/ support staff	Low
The risk of indirect contamination from children putting things in their mouths etc This is a particular concern in the younger year groups in particular.		high	<ul style="list-style-type: none"> ● ICT – computers/ipads will be wiped down after any use ● Reading – individual reading must adhere to social distancing rules ● Whole class guided reading with a comprehension and writing activity is preferable ● No books to go home ● Paint Brushes could be used – washed after use with hot soapy water. Prepare all resources in advance ● Music – no use of musical instruments – focus on singing and music appreciation. ● Assembly could be taken in the classrooms with individual ‘bubbles’ or could be led via zoom which the children could join in with remotely ● Remote learning – pupils will be provided with whole school home learning, except for maths which will be set separately for each class ● Work can continue to be handed in electronically by those at home ● Timetables will be altered to ensure gaps are minimised and well-being is at the forefront ● Feedback will all be verbal – teachers may make comments in their own class feedback book, but will not touch the child’s work 		Medium

			<ul style="list-style-type: none"> As much learning as possible will take place outside within zones as long as groups do not mix The children may only also use the climbing frame on a rota with 72 hours in between groups - must be strictly adhered to and organised by teacher Library – the library is not in use. No library books to be removed from the shelves or taken home Photocopiers/ printers can be used, but need to be wiped afterwards (pack of wipes to be left in an agreed place out of reach of children) 		
SEND – especially those with Education, health and Care plans	Children Staff parents	medium	<ul style="list-style-type: none"> Reasonable endeavours will be used to meet the needs of a child with special educational needs, however, it may not be possible to fulfil or meet provision stated within EHCP or profile during this time All statutory duties will be met – PEP meetings, reviews etc Identify any support that may be available from outside agencies Prepare social stories to support the child to return if it is safe to do so As normal in the school, restraining children is a last resort in the school. If a child is putting himself, a peer or adult at risk of harm, all methods will be used to avoid restraint. If these are ineffective, a trained member of staff will intervene using the teach methods 	All staff under supervision of TH and remotely by JC	
Safety					
Clothing/ personal items being brought into school	Pupils Staff parents	medium	<ul style="list-style-type: none"> No book bags to be brought in No PE bags in school. Parents to be told if their child is having PE and they will attend school for the day in their PE kit Staff to bring in personal items only, make sure bags are wiped or sprayed when they arrive at school and when they arrive home Staff should wash their hands before and after using their phones Water bottles stay on the table 	All staff Parents	

			<ul style="list-style-type: none"> • No toys, photos, key rings etc to be brought in from home • No pencil cases to be brought in from home 		
Site safety	Pupils and staff		<ul style="list-style-type: none"> • As we are introducing a one-way system through the gates, the gates will have to be opened and left open for an hour at the beginning and the end of the day, this could pose a risk to site safety therefore: <ul style="list-style-type: none"> ○ At the start of the day both gates will need to be opened at 8:25am and closed just after 9:30am ○ At the end of the day, gates will need to be opened just before 2:45pm and closed again just after 3:30pm ○ When all children in a group have arrived the teacher will make sure that the doors are closed (until the gates have been locked) thus making sure the school building is safe 	<p>Office staff to open BOTH gates just BOTH gates at 8:25am</p> <p>Office staff to lock BOTH gates just after 9:30am and to open BOTH gates just before 2:45pm</p> <p>TH/SD to lock BOTH gates just after 3:30pm</p>	
First Aid	Pupils Staff	high	<ul style="list-style-type: none"> • First aid will be dealt with within the classroom by group staff where possible • If there is a medical emergency then other staff members will be alerted and usual first aid and safety rules will apply regardless of staff 'bubbles' mixing • Do not send any children to the office • No children, or staff may enter the office apart from Head and office staff • No facemasks are needed unless child is displaying COVID-19 • Paediatric first aiders are: LS, JJ and Manager from Pre-school (other paediatric first aiders are SG and LR, but these will not be available at this time) • Anyone developing COVID-19 symptoms whilst in attendance at school must leave immediately and inform the Head/Business Manager. They must not seek first aid. • Where resuscitation may be required, familiarise yourself with and follow the new guidance on giving CPR during the COVID-19 pandemic from St John's Ambulance and the Resuscitation Council (UK). • Always ensure that you and the casualty observe good hygiene after any interaction and thoroughly wash / sanitise hands and any other contact areas and dispose of waste responsibly. Both the first aider and the casualty should 	All staff	low

			<p>monitor themselves for any COVID-19 symptoms that may develop over the next 14 days</p> <ul style="list-style-type: none"> ● Take reasonable measures to ensure your, and the patients, safety. <ul style="list-style-type: none"> ○ Collect a face mask for yourself and the casualty ○ Ask the injured person to cover their nose and mouth if possible, e.g. Using clothing, tissue or handkerchief. Where this is not possible, use a disposable face mask on the casualty. Only cover the airways if this would not lead to breathing difficulties or worsening of the injury. 		
Fire safety	Pupils staff	medium	<ul style="list-style-type: none"> ● Regular fire tests to be conducted during the phased opening to ensure all pupils can exit safely and stand in line with some social distance 	All staff	low
The school cannot be manned adequately	Pupils Staff parents	high	<ul style="list-style-type: none"> ● Staff to keep TH or SD informed if they are unable to work (usual rules apply of phoning between 7-7:30am or informing us the night before) ● The school will liaise with the Governors, DFE, Local authority to see if full closure should be put back in place 	TH/SD	low

Behaviour	Pupils Staff parents	high	<ul style="list-style-type: none"> ● Although we want all children to feel welcomed, staff will need to avoid any physical interventions with children – this includes, coaxing them to come into the classroom/ holding their hand ● In the first few days back to school, expected behaviour will be discussed with the children in an age appropriate manner: <ul style="list-style-type: none"> ○ Children who keep to the new rules will be praised ○ Children who are struggling with the new rules will be supported and reminded what to do ○ Younger children and those with SEND will be shown videos or pictures to help them understand the new expectations ● Children who spit intentionally, bite, lick, hit others (and other dangerous behaviours) and purposefully do not follow social distancing instructions will not be permitted to attend the setting the following session ● If a child displays challenging behaviour that is putting others at risk, the rest of the class will be removed from the classroom and go outside – social distancing where possible ● The child displaying the behaviour is to remain in the classroom if possible. SLT will be alerted and will go to the classroom. One member of staff to attend to minimise exposure ● If a child continues to display challenging behaviour, parents will be called to collect the child. They will be not permitted to attend for the following session or more depending on the level of behaviour (exclusion protocol followed) ● Although this is not usual for our children to display these behaviours, these are strange times and the children will cope with this in very different ways ● Parents will need to (electronically) sign a behaviour agreement form outlining our expectations during social distancing measures 	TH and all staff	medium
Health and wellbeing					
Staff will not get enough rest	staff	medium	<ul style="list-style-type: none"> ● Designated areas for staff breaks ● Staff room may be used to collect drinks and for warming food ● Staff to release each other for breaks as outlined above ● Staff to work for three days where possible and have two days working from home ● Where this is not possible, PPA time will be reinstated 	TH	Low
Limited Staff available to work in school	staff and pupils	Medium	<ul style="list-style-type: none"> ● If staff are unavailable, classes will not open ● Regular updates for shielding staff as to when they can return to school 	TH	Low

Workload and well being of staff could be significant as each class teacher will have two groups to teach – one in school and one out of school	Staff pupils	high	<ul style="list-style-type: none"> ● Whilst staff are working on 3 days at school and 2 days at home, there will be no PPA time at present ● All staff will have face to face contact with pupils 3 days a week ● Staff who cannot work at school due to shielding or being critically vulnerable will be contacted and their work expectations and possibilities will be discussed ● Staff to speak to TH if they are struggling with anything ● Staff to keep TH informed if they are unable to work (usual rules apply of phoning between 7-7:30am or informing us the night before) 	ND and Governors	Medium
Children's well being It is going to be a very strange environment for children – reduced class sizes, less children in school. Adults keeping their distance, no mixed play times, lunch at the desk, very strict regimes which will not have happened at home for the last few months	pupils	high	<ul style="list-style-type: none"> ● Pupils will be placed (where staff availability allows) with their own teacher and TA or with a familiar teacher or TA ● All children in Reception, Year 1 and Year 6 will be taught in their usual classrooms to minimise distress ● Children will be given plenty of time to share their experiences and to talk about their feelings upon returning to school ● Where there has been a bereavement the staff member will be alerted and the child will be offered support through the usual school methods with social distancing applied ● Mindfulness and quiet time will be encouraged throughout the day ● Zones of regulation will also be discussed with strategies in place as usual ● Timetables will be altered accordingly with a focus on well being 	All staff	Medium
Extra curricular and enrichment					
Wrap around care	Pupils staff	medium	<ul style="list-style-type: none"> ● No after school in the summer term ● No breakfast club in the summer term 		low
Clubs	Pupils staff	high	<ul style="list-style-type: none"> ● No clubs until autumn 2020 at the earliest 		low

