

**Risk Assessment for Coronavirus:**  
**1<sup>st</sup> September 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 1<sup>st</sup> September 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					
Challenge of social distancing	Children Staff Parents	High	<ul style="list-style-type: none"> <li>● Children will attend in class groups</li> <li>● There will be staggered drop off and pick up times</li> <li>● Hand gel stations at all entrances so that pupils can clean their hands as they enter school – teachers to supervise this</li> <li>● Regular hand washing throughout the day</li> <li>● Where possible, tables will be organised into rows, facing forward</li> <li>● Parents will not be permitted to enter the school buildings unless there is an emergency or they have an appointment. If a parent has to come to collect a child, they will wait outside reception and their child will be brought to them.</li> <li>● When visitors (parents and contractors) come into school, they will wear a mask.</li> <li>● 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.</li> <li>● No member of staff, child or parent should enter Miss White's office</li> <li>● There will be markings on the paths both outside of the school showing 2m intervals</li> <li>● Only one parent to accompany child/children</li> <li>● Members of school staff to be present outside when class arrive and leave school at the end of the day</li> <li>● An additional member of staff will monitor the situation ensuring the social distancing is maintained for both parents and pupils</li> </ul>	SLT  Office staff  Cleaners	Low

			<ul style="list-style-type: none"> <li>● Staff will encourage parents to keep moving, ensuring a one-way system.</li> <li>● Clear signage to show parents directions around school and drop off times</li> <li>● Children will remain in their class group at all times. Classes will not mix.</li> <li>● Only 3 classes will have lunch in the hall each day and the fourth will eat in their classroom for the week.</li> <li>● Children bringing lunches must take rubbish home with them.</li> <li>● Parents MUST NOT bring their child to school if they (the parent) or their child are displaying any symptoms of COVID-19</li> <li>● Windows and/or doors in all rooms to be kept open where possible where this does not include a safeguarding risk (ie exterior doors)</li> <li>● Staff must remain 2 metres apart from each other</li> <li>● Staff meetings should take place outside, via Zoom (from home if necessary) or with attendees 2 metres apart.</li> <li>● From 6<sup>th</sup> July the government have introduced the 1 metre -plus rule due to the reduced number of cases in the community</li> <li>● The government have recently announced that the risk of transmission when people cross in a corridor is now low.</li> </ul>		
Covid-19 transmission more likely in small office spaces	Office staff – Covid-19 infections		<ul style="list-style-type: none"> <li>● Windows and doors to be kept open where practical</li> <li>● Limit of two people in main school offices and two people in head's office</li> <li>● Ensure staff don't sit or talk face to face. Talk side by side if required</li> <li>● Internal doors to offices to remain open to eliminate touching where feasible</li> <li>● Office telephones wiped down regularly and always before/after use by any other staff member</li> <li>● Children should not visit the office. If a message needs to be passed to the office, this must be passed via a TA</li> <li>● Children being picked up early or going to appointments to stay in the classroom until parents arrive</li> </ul>		medium

Pupils and adults display symptoms of COVID-19	Pupils Staff Parents  Risk of transmission	High	<ul style="list-style-type: none"> <li>● Ensure awareness of non-typical coronavirus symptoms is known</li> <li>● Allocated isolation room – Headteacher’s room</li> <li>● Pupils to be isolated if displaying symptoms in school. A member of staff will stay with them if they are extremely unwell (staff wears 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.</li> <li>● Child must go and get tested once an appointment has been booked. Results must be notified to the school as soon as possible</li> <li>● Child only to return to school if the test is negative</li> <li>● If the test is positive, the child will need to be at home for 14 days – the rest of the class will self-isolate when there a positive test in the class</li> <li>● If a family member has symptoms, but not the child, the child will need to isolate for 14 days.</li> <li>● If a member of staff were to have a positive test and they have been in close contact with others, those people too should self-isolate. We will be seeking advice from Public Health England if this were to occur.</li> </ul>	Teaching staff and support staff  Office staff to phone parents	Low
Pupils or staff are carrying COVID-19 without displaying symptoms.	Pupils Staff Parents  Risk of transmission	High	<ul style="list-style-type: none"> <li>● All adults need to maintain social distancing of 2 metres on the school premises and in public</li> <li>● Regular handwashing</li> <li>● strongly discourage anyone from touching their own face</li> <li>● wipe down surfaces in between users</li> <li>● Practice ‘catch it, bin it, kill it.’</li> </ul>		Low
Staff display symptoms of COVID-19	Staff Pupils  Risk of transmission	High	<ul style="list-style-type: none"> <li>● Staff member displaying symptoms to be sent home immediately</li> <li>● Staff member to get tested as soon as possible.</li> <li>● Staff member can only return if the test is negative or if the test is positive, after 14 days and they are feeling well.</li> <li>● If the test is positive, wait for direction from Public Health England for further advice.</li> </ul>	TH	Low
Staff with underlying conditions who are more vulnerable to coronavirus and its effects	Staff who are clinically vulnerable	High	<ul style="list-style-type: none"> <li>● Individual risk assessments for staff who are vulnerable</li> <li>● Masks are available and can be worn in school</li> </ul>		Low

The school needs to be kept clean at all times	Pupils staff		<ul style="list-style-type: none"> <li>Classrooms thoroughly cleaned each evening (cleaners) enhanced cleaning for 2 hours a day</li> <li>All tables to be wiped down with disinfectant</li> <li>All switches/handles cleaned</li> <li>Each classroom to have their own spray and roll to wipe surfaces and equipment regularly</li> <li>Foyer keypad, door handles and exit button to be wiped down regularly by office staff</li> <li>Doorbell covered to avoid contact</li> </ul>		Low
Spreading the virus on solid surfaces in the Using the toilet	pupils	high	<ul style="list-style-type: none"> <li>All groups can be encouraged to use the toilet at specific times during the day to reduce need for extra cleaning for individuals</li> <li>Classes will be assigned specific toilets to use– there will be a laminated sign on the door</li> <li>Toilets will be cleaned at the end of the day</li> <li>Staff will need to wipe taps and handles (including the flush) in the staff toilets after use (wipes will be left in each bathroom)</li> </ul>	Class teachers Support staff  Cleaners	Low
Playtimes	Pupils staff		<ul style="list-style-type: none"> <li>Children will remain in their 'class bubbles' for playtime. There will be no mixing of groups</li> <li>Pupils will need to remain in a designated area</li> <li>Children to wash hands before going out to play and on their return from play</li> <li>Limited play area explained to children</li> <li>The water fountain must be wiped down regularly. A - children must bring their own water bottles to school</li> <li>All staff need walkie-talkies on them at all times. It is essential that these are checked at the start of breaktime.</li> </ul>	Class teachers Support staff	Low
Wet play	Teachers Staff		<ul style="list-style-type: none"> <li>Children will go out regardless of the weather except if the weather is extreme when play will be inside in the classrooms</li> </ul>	Class teacher Support staff	Low
Lunch time	Kitchen staff Teachers/ support staff		<ul style="list-style-type: none"> <li>Eligible Children (PP and universal FSM) will either have a school packed lunch or bring in their own packed lunch</li> <li>All children will eat their lunch either in the hall or classroom and will be supervised by two members of staff (if the member of supervising staff is not in that 'bubble' then they will keep their distance).</li> <li>School pack lunches will be delivered by a member of staff</li> </ul>	Class teacher Support staff	Low

Staff breaks could mean staff members cannot social distance	Staff children	high	<ul style="list-style-type: none"> <li>• A maximum of 4 adults in the staffroom at once. Staff are able to collect a drink from the usual staff room (in a sealed flask) and take this with them to their room</li> <li>• Staff can meet outside with socially distancing – the outdoor shelter is available</li> <li>• Signage will be placed on the doors</li> <li>• Staff will wash hands on entry to the room and on exit</li> <li>• Kettle will be wiped after use</li> <li>• All staff members should keep the kitchen area of the staffroom tidy and wipe down frequently (e.g. fridge door, containers, microwave handle etc)</li> </ul>	All staff	Low
External Contractors have to visit school	Teachers Support staff pupils		<ul style="list-style-type: none"> <li>• External contractors will be kept to a minimum and where possible, will visit the school out of hours (after 3:30pm)</li> <li>• If several contractors need to visit school, their visits will be staggered</li> <li>• Contractors will wear facemasks</li> </ul>	SD	Low
PE coach working with different bubbles	Pupils		<ul style="list-style-type: none"> <li>• The PE coach will always maintain a 2-metre gap between him and the pupils</li> <li>• If PE equipment is used, it will be cleaned down before the next bubble uses the equipment</li> </ul>	TH and CB	
Adjustments to the curriculum/ Learning					
Parents choose not to send pupils to school	pupils		<ul style="list-style-type: none"> <li>• Provide parents with a risk assessment and plan which details the school opening procedures and keep this updated</li> <li>• Contact will continue to be made by phone</li> <li>• Home learning will be provided for those who are unable to come to school because they are self-isolating.</li> </ul>	SENDCo Office staff Support staff	

<p>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.</p>		high	<ul style="list-style-type: none"> <li>● ICT – computers/ipads will be wiped down after any use</li> <li>● Reading – individual reading must adhere to social distancing rules</li> <li>● Music – if an option, this should be practiced outside</li> <li>● Assembly could be taken in the classrooms or could be led via zoom which the children could join in with remotely</li> <li>● As much learning as possible will take place outside within zones as long as groups do not mix</li> <li>● 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</li> <li>● 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)</li> </ul>		Low
<p>SEND – especially those with Education, health and Care plans</p>	<p>Children Staff parents</p>	medium	<ul style="list-style-type: none"> <li>● All statutory duties will be met – PEP meetings, reviews etc</li> <li>● Identify any support that may be available from outside agencies</li> <li>● Prepare social stories to support the child to return</li> <li>● 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</li> </ul>	<p>All staff under supervision of TH and remotely by JC</p>	
Safety					
<p>Clothing/ personal items being brought into school</p>	<p>Pupils Staff parents</p>	medium	<ul style="list-style-type: none"> <li>● Staff to bring in personal items only, make sure bags are wiped or sprayed when they arrive at school and when they arrive home</li> <li>● Staff should wash their hands before and after using their phones</li> <li>● Water bottles stay on the table</li> </ul>	<p>All staff Parents</p>	

Site safety	Pupils and staff		<ul style="list-style-type: none"> <li>● 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"> <li>○ At the start of the day both gates will need to be opened at 8:25am and closed just after 9:30am</li> <li>○ At the end of the day, gates will need to be opened just before 2:45pm and closed again just after 3:30pm</li> <li>○ 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</li> </ul> </li> </ul>	<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"> <li>● First aid will be dealt with within the classroom by group staff where possible</li> <li>● 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</li> <li>● Do not send any children to the office</li> <li>● No children, or staff may enter the office apart from Head and office staff</li> <li>● No facemasks are needed unless child is displaying COVID-19</li> <li>● Paediatric first aiders are: LS, JJ, SG, LR and Manager from Pre-school (other paediatric first aiders are, but these will not be available at this time)</li> <li>● Anyone developing COVID-19 symptoms whilst in attendance at school must leave immediately and inform the Head/Business Manager. They must <b>not</b> seek first aid.</li> <li>● Where resuscitation may be required, familiarise yourself with and follow the new guidance on giving CPR during the COVID-19 pandemic from <u>St John’s Ambulance</u> and the <u>Resuscitation Council (UK)</u>.</li> <li>● 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 monitor themselves for any COVID-19 symptoms that may develop over the next 14 days</li> <li>● Take reasonable measures to ensure your, and the patients, safety. <ul style="list-style-type: none"> <li>○ Collect a face mask for yourself and the casualty</li> <li>○ 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</li> </ul> </li> </ul>	All staff	low

			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"> <li>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</li> <li>Fire doors to be opened during the day to maintain good ventilation throughout the school – <b>If the fire alarm goes off, it is the adults responsibility in the room to shut fire doors as they exit them. The fire warden will also check fire doors are closed as they sweep through.</b></li> </ul>	All staff	low
The school cannot be manned adequately	Pupils Staff parents	high	<ul style="list-style-type: none"> <li>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)</li> <li>The school will liaise with the Governors, DFE, Local authority to see if full closure should be put back in place</li> </ul>	TH/SD	low



Behaviour	Pupils Staff parents	high	<ul style="list-style-type: none"> <li>● 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</li> <li>● 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"> <li>○ Children who keep to the new rules will be praised</li> <li>○ Children who are struggling with the new rules will be supported and reminded what to do</li> <li>○ Younger children and those with SEND will be shown videos or pictures to help them understand the new expectations</li> </ul> </li> <li>● The gate by the gazebo will be locked at all time and unlocked by staff as children move through to return to their bubbles.</li> </ul>	TH and all staff	medium
Health and wellbeing					
Extra curricular and enrichment					
Wrap around care	Pupils staff	medium	<ul style="list-style-type: none"> <li>● Breakfast and After School Clubs will restart in September</li> <li>● KS1 and KS2 will be physically separated where possible</li> </ul>		
Clubs	Pupils staff	high	<ul style="list-style-type: none"> <li>● Clubs will be split into KS1 and KS2 clubs</li> </ul>		
Enrichment	Pupils Staff Wider public parents	high	<ul style="list-style-type: none"> <li>● Risk Assessments for enrichment activities will prepared as usual</li> </ul>		

<b>Risk Assessment Completed by (Name):</b>	Tim Hoskins	<b>Job Title:</b>	Headteacher	<b>Date:</b>	1/09/20
<b>Authorised by Line Manager (Name):</b>	Nicola Scannell	<b>Job Title</b>	Chair of Governors	<b>Date:</b>	
<b>Reviewed by:</b>	S.Dingle	<b>Job Title</b>	School Business Manager	<b>Date:</b>	
<b>Reviewed by:</b>		<b>Job Title</b>		<b>Date:</b>	

<b>Read and understood by:</b>		<b>Job Title:</b>		<b>Date:</b>	
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