

## Covid - 19 Risk assessment - Opening schools

The Government has asked schools to adhere to the following:

**From March 8th we will be asking primary schools to welcome back all children full time.**

This risk assessment is based on a whole school return – Reception to Year 6 on 8<sup>th</sup> March 2021.

The risk assessment will be adjusted for changes in government guidance or if staffing levels drop.

| Hazards and Risks |   | Existing Control Measures   | Risk Level<br>(Very High,<br>High, Medium,<br>Low) | Further Actions<br>J/X<br>(If J See Actions)  |
|-------------------|---|---|--|---|
| 1.                | Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information.   | <ul style="list-style-type: none"> <li>We have informed parents, pupils, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection)</li> <li>Parents receive guidance on school times for their child and protocols set out for attending the school</li> <li>Parents issued specific school protocols for school attendance for them to explain to their children</li> <li>Review current risk assessments of pupils with an EHCP.</li> <li>Staff are briefed and consulted on school procedures and the plans for re-entry of pupils</li> <li>Staff have had sufficient briefings regarding infection control and school protocols</li> <li>Staff to continue to use amended Safeguarding Policy procedures</li> <li>Staff briefed to report any hygiene/H&amp;S issues to SLT immediately</li> <li>Talks with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times), have taken place</li> </ul> | Low  | <p>Staff planning document issued 1<sup>st</sup> March</p> <p>Parent planning document issued on 2<sup>nd</sup> March</p> |
| 2.                | <p>Maintaining distinct groups or 'bubbles' in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.</p> <p>Schools may need to change the emphasis on 'bubbles' within their system of controls and increase the size of these groups.</p> | <p>In order to operate a full curriculum, provide wraparound care and supervise break times and lunch times safely - we have designed a bubble system as follows</p> <ul style="list-style-type: none"> <li>'Bubbles' for the majority of the time will be in class groups of 30 for learning. To allow for booster catch up work and flexible groups to maximise learning opportunities, pupils can be mixed in the year group</li> <li>For break times/lunch times and wraparound care, year group bubbles will join together as follows: <ul style="list-style-type: none"> <li>Foundation stage, Year 1 and 2</li> <li>Year 3 and 4</li> <li>Year 5 and 6</li> </ul> </li> </ul>  |  |   |



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|-------------------|---|--|--|---|
| 4.                | <p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>Pickup / leaving the school.</li> </ul> | <p><b>Pick up:</b></p> <ul style="list-style-type: none"> <li>Staggered drop-off and collection points and timings for each group have been identified, this information has been sent to parents</li> <li>School is requesting that parents wear a face mask</li> <li>3 different entrances/exits in order to prevent large numbers of parents gathering outside the school site</li> <li>Finish times are designed to enable one group of parents and pupils to leave the site before the next group arrive</li> <li>If there are additional siblings who have no other carers at home and who are not at school they are permitted to stand with their parent</li> </ul> <p><b>Leaving the school:</b></p> <ul style="list-style-type: none"> <li>Children will be collected at the designated exits</li> <li>Parents are not permitted to enter the school building during pick up</li> </ul>  | Medium   | <p>Planning document to parents on 2<sup>nd</sup> March</p> <p>Drop off and collection times to take account of siblings in different groups.</p>   |
| 5.                | <p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>Classroom use / activities.</li> </ul>  | <p>We have 14 classrooms of maximum 30 pupils<br/>Each classroom will have tables in rows and pupils will all face the front<br/>In Foundation stage the tables will be in a 'u' shape to enable focus activities to take place.<br/><u>Years 1-6</u><br/>Pupil's belongings will be kept in their individual trays and kept under their desk<br/>Pupils may bring to school:</p> <ul style="list-style-type: none"> <li>A pencil case which will be kept in their trays</li> <li>A small bag to contain their belongings</li> <li>PE kit</li> <li>Coat</li> <li>Water bottle</li> <li>Snack</li> <li>Reading book</li> <li>Reading folder</li> <li>Homework folder</li> <li>Packed lunch</li> <li>Year 6 can bring a mobile phone but it must be switched off and put in their tray on arrival.</li> </ul> <p>Foundation Stage and Year 1 children will use their cloakrooms as they are in a separate block.<br/>Learning will take place in the classrooms and Foundation Stage garden for children in Foundation Stage.</p> <ul style="list-style-type: none"> <li>French lessons will be delivered by a specialist teacher and taught in the classroom. The teacher will move around the different classrooms keeping socially distant from the children</li> </ul> | Low  | <p>Timetables agreed by Phase Leaders</p> <p>Specialist timetables agreed</p> <p>Classrooms to be set up by March 8th</p> <p>Resources that are not needed must be stored.</p> <p>PE equipment allocated to year groups</p> |

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|-------------------|--|--|--|--|
|                   |  | <ul style="list-style-type: none"> <li>• Music will be delivered remotely for all year groups apart from Year 3 where the teacher will be present</li> <li>• Nesy will be taught by the specialist teacher in Years 3, 4 and 5 and will be socially distanced</li> <li>• Tables will be cleaned every day</li> <li>• Booster/catch up groups will take place in small groups within the same year group</li> <li>• Sports and music equipment will be shared in year groups. These will be rotated every term.</li> <li>• Hand washing is completed on entrance to the class and between specific activities</li> <li>• School uniform will be worn</li> <li>• Scooters and bikes do not come to school</li> <li>• Children's medication will be kept in the school office</li> </ul>  |  |  |
| 6.                | <p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>• Dining;</li> <li>• Moving around the school</li> <li>• Break-time / playgrounds</li> </ul> | <p>'Bubbles' for the majority of the time will be in class groups of 30 for learning. To allow for booster catch up work and flexible groups to maximise learning opportunities, pupils can be mixed in the year group.</p> <p>'Bubbles' will join up for break and lunch time as it is outside as follows:<br/> Foundation Stage - 60 pupils<br/> Year 1 and 2 - 120 Pupils<br/> Year 3 and 4 - 120 Pupils<br/> Year 5 and 6 - 120 Pupils</p> <p>These larger 'bubbles' will have separate play areas to each other</p> <p>For break and lunch time children will remain in their class 'bubbles' of 30 for seating in the dining hall. They will however, play outside in their phase 'bubbles' and separate from the other 'bubbles'.</p> <p>In Years 3-6, the children will eat in their classrooms and not in the dining room</p> | Low/Medium   |  |
| 7.                | <p>Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.</p>  | <ul style="list-style-type: none"> <li>• Hand washing facilities are in each classroom as well as hand washing stations at the entrance to the school</li> <li>• All those entering the school are required to wash/sanitise their hands</li> <li>• Toilets are designated for particular groups</li> <li>• Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively</li> <li>• Help is available for children and young people who have trouble cleaning their hands independently</li> </ul>  | Low  | <p>Signage for toilets</p> <p>Hygiene posters displayed.</p> |

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|-------------------|--|--|--|---|
|                   |  | <ul style="list-style-type: none"> <li>Hand washing is recommended frequently and required at the following times:<br/>Entry and exit from the school<br/>After using the toilet<br/>Before and after eating<br/>After coughing or sneezing</li> <li>Teachers will remind pupils to use tissues and bin them once used. If tissues are not readily available exactly when needed pupils are reminded to cough or sneeze into their arm</li> </ul>  |  | Child friendly posters around the school and at washing stations  |
| 8.                | Spread/contraction of COVID-19 due to lack of adequate cleaning measures.  | <ul style="list-style-type: none"> <li>Supplies of cleaning materials will be stocked in every classroom</li> <li>Yvonne Dixon our caretaker will ensure there is a plentiful supply and replenished</li> <li>Classroom doors will be propped open</li> <li>Our cleaning company have received the published cleaning guidance from the government</li> <li>Children returning from the toilet will wash their hands again in the classroom sink</li> <li>Classrooms are cleared of unnecessary toys and soft furnishings</li> <li>Where resources will be shared they must be cleaned between uses</li> </ul>   | Low/medium   | <p>Ensure there is a good supply of cleaning products.</p> <p>Classrooms set up to follow these guidelines</p>  |
| 9.                | <p>Spread/contraction of COVID-19 due to insufficient First aid measures. This includes:</p> <ul style="list-style-type: none"> <li>Dealing with a suspected case of Covid-19;</li> <li>Inappropriate handling / removal of clinical waste</li> <li>Intimate care procedures.</li> </ul> | <ul style="list-style-type: none"> <li>The office by the entrance hall will be dedicated for suspected cases of COVID-19 (Isolation Room)</li> <li>If a child displays any symptoms of a new, continuous cough or a high temperature, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection.</li> <li>Pupils must be taken to the Isolation Room where the staff member present must wear PPE.</li> <li>Windows will be open in the Isolation Room for ventilation.</li> <li>The nearby disabled toilet will be reserved for use only by those who are in the Isolation Room.</li> <li>School request that all suspected cases are tested and only if the test comes back negative can the pupil or member of staff return to school.</li> </ul> <p><b>Waste disposal measures</b><br/>Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> <li>Put in a plastic rubbish bag and tied when full</li> <li>The plastic bag is placed in a second bin bag and tied</li> <li>It is put in a suitable and secure place and marked for storage until the individual's test results are known</li> <li>Waste is stored safely and kept away from children</li> <li>Waste is not put in communal waste areas until negative test results are</li> </ul> | Medium/High<br>(suspect case)                      | <p>The Isolation Room will be cleared and will contain appropriate equipment for suspect COVID-19 case eg PPE, guidelines, double bagged.</p> <p>Designated area for waste for suspect COVID-19</p> <p>Check adequate supplies of PPE</p> |

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|-------------------|------------------------------------|---|--|--|
|                   |                                    | <p>known or the waste has been stored for at least 72 hours</p> <ul style="list-style-type: none"> <li>• If the individual tests negative, this can be put in with the normal waste</li> <li>• If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste</li> </ul>  |  | Check for delivery of testing equipment      |
| 10.               | Manage confirmed cases of COVID-19 | <p>We will contact the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case.</p> <p>We will be advised of what action is needed based on the latest public health advice. Based on their advice, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate immediately and for the next 10 full days counting from the day after contact with the individual who tested positive.</p> <p>Close contact means:</p> <ul style="list-style-type: none"> <li>• anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)</li> </ul> <p>Anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:</p> <ul style="list-style-type: none"> <li>• face-to-face contact including being coughed on or having a face-to face conversation within 1 metre</li> <li>• been within 1 metre for 1 minute or longer without face-to-face contact</li> <li>• sexual contacts</li> <li>• been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)</li> <li>• travelled in the same vehicle or a plane</li> </ul> <p>School will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups.</p> <p>A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed.</p> <p><b>Schools must not share the names or details of people with coronavirus.</b></p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently</p> |  |  |

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|-------------------|----------------------|---|--|--|
|                   |                      | <p>develops symptoms.</p> <p>If someone in a class or group that has been asked to self-isolate develops symptoms themselves within the 10 days from the day after contact with the individual who tested positive, they should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p> <p>They should get a test, and:</p> <ul style="list-style-type: none"> <li>• if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days.</li> <li>• if the test result is positive, they should inform their school immediately, and should isolate from the day of onset of their symptoms and at least the following 10 full days. Their household should self-isolate starting from when the symptomatic person in their household first had symptoms and the next 10 full days, following guidance for households with possible or confirmed coronavirus (COVID-19)</li> </ul> |  |  |
| 11.               | Shared staff areas   | <p>Shared staff spaces are set up and used to help staff to distance from each other. The staff room will have socially distanced seating and some furniture removed. Staff will be mindful of not overcrowding the staffroom and will adhere to social distancing when working or eating in communal areas. Staff will cover break and lunch duties within their 'bubbles'.</p>  | Low/medium   | Regular staff briefing reminders about social distancing |
| 12.               | Asymptomatic testing | <p>Rapid testing using Lateral Flow Devices (LFD)s will support the return to face-to face education by helping to identify people who are infectious but do not have any coronavirus (COVID-19) symptoms</p> <p>Staff are encouraged to test with LFDs twice a week at home, as per existing guidance on testing for staff in primary schools and nurseries.</p>   | Low  | Staff training in LFDs prior to testing                  |

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|-------------------|--|---|--|---|
| 13.               | Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including: <ul style="list-style-type: none"> <li>• Parents;</li> <li>• Maintenance contractors;</li> <li>• External Teachers;</li> <li>• Inspectors;</li> <li>• Delivery personnel</li> </ul> | <ul style="list-style-type: none"> <li>• Parents are not permitted to enter the school unless they have made an appointment</li> <li>• Parents have been informed to call the school office or email if they have any questions or concerns</li> <li>• If parents need to drop off items for pupils, they should be left at the school main entrance for staff to collect</li> <li>• For those who have to enter the school reception area, the screen will be closed</li> <li>• Visitors will be asked to wait at reception until their school contact is available</li> <li>• Meetings with visitors will be via Microsoft Teams or phone where possible</li> <li>• If not possible social distancing measures will be adhered to at all times</li> </ul> | Low  | Parent letter to explain procedures.  |
| 14.               | Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets.   | <ul style="list-style-type: none"> <li>• Teachers to only allow one child at a time to use the toilets during lessons</li> <li>• Year groups allocated to use their own toilets</li> <li>• Children will be reminded and taught to practice social distancing</li> <li>• Signs which are adult and child friendly are placed around the school</li> </ul>   | Low  | Staff to communicate expectations to pupils.                                  |
| 15.               | Lack of staffing / insufficient staff ratios   | <ul style="list-style-type: none"> <li>• Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation</li> <li>• Children are suitably supervised at all times</li> </ul>  | Medium   |   |
| 16.               | Lack of suitable premises management   | <ul style="list-style-type: none"> <li>• Premises staff levels are maintained and suitable for the use of the building</li> <li>• Appropriate cleaning and premises staffing levels are in place</li> <li>• Waste removal and enhanced cleaning programs are in place for the potential COVID-19 contaminated waste</li> <li>• Contingency in place for sudden premises staff absence</li> <li>• Managing Premises separate risk assessment has been completed</li> </ul>   | Low  | Managing premises risk assessment to be completed in line with this document. |
| 17.               | Fire and evacuation procedures being inadequate at this time due to occupants being spread around the building without suitable procedures in place.   | <ul style="list-style-type: none"> <li>• Evacuation plans including the following have been reviewed:</li> <li>• Safe assembly of occupants following social distancing requirements;</li> <li>• A fire drill will take place within the first month.</li> <li>• All other fire system testing and maintenance has continued as normal.</li> </ul>  | Medium   | Review plan to socially distance pupils at gathering point.                   |

Signed: Tonia Crossman

Date: 1<sup>st</sup> March 2021