

Date of assessment: 01/09/20 Review Date: 04/03/21				Original Assessor: College of Teachers This risk assessment has been written in conjunction with the "Planning guide for primary schools" by the joint union Reviewed by: Trustees and College of Teachers				
STEP 1: PREPARING THE SITE								
Room/ Activity: Indoor classroom								
Hazard (of contamination)	Who does it affect: Staff Pupils Visitors Contractors	Risk			Control measures/notes	Residual Risk		
		S	L	R		S	L	R
Risk of contracting or spreading Covid-19 through touching	All All Staff and pupils Staff and pupils Staff and pupils Staff and pupils Staff and pupils	5	5	25	<ul style="list-style-type: none"> Hot water, soap, paper towels and disposable tissues available in every room used for personal care of pupils including toilets, and resources in stock. Outdoor tap with hot water to be installed. Lesson plans and activities modified to take appropriate distancing into account i.e. distance and ventilation when singing, using outdoor spaces when possible Children are provided with their own set of equipment to be kept in their desk Some resources need to be shared or used communally (such as games, literacy and numeracy equipment, bean bags). Given the regular and thorough handwashing and that we are all in one bubble, no additional cleaning is required, however staff are on the look out for sneezes, contact with faces etc and will clean them if this occurs. Children quarantine finished books on Thursday which are left untouched for min. 72hrs 	5	2	10

	Staff and pupils Staff and pupils Staff and pupils Staff and pupils Pupils All				<ul style="list-style-type: none"> In KG, toys with multiple parts (e.g. train track) are organised into daily containers, one for each day in school, to be used on rotation to allow for decontamination. Larger items (e.g. wooden cooker, racks) to be cleaned as part of regular cleaning routine. Children may not bring toys into school (with the exception of specific items for pupils with SEND – see below) Remind children regularly to catch coughs and sneezes, and practice good oral hygiene. Parents to be informed that if a child is considered to have a bad cold, they must stay home. Remind to not touch face <p>Handwashing</p> <ul style="list-style-type: none"> Everyone to wash their hands for at least 20 seconds: on arrival, before departure, before eating, after eating, after break/being outside, after toilet, as part of respiratory hygiene 			
Risk of contracting or spreading Covid-19 through personal proximity	All Pupils Pupils, staff Pupils, staff Pupils, staff	5	5	25	<ul style="list-style-type: none"> 2m markers on the floor: to stagger arrival/drop off/departure, along the corridors, in rooms Children will be seated side by side, not facing each other, while teachers maintain 2m distance whenever possible Remind children regularly to catch coughs and sneezes, and practice good oral hygiene. Child appropriate posters are posted throughout school Demonstrate to children what 2m is and children make and decorate their own 2m long stick (or swimming noodle) and teach them that they must never touch. 	5	2	10

	Pupils				<ul style="list-style-type: none"> • Singing/Recorder/Circle time: maintain distance, use own instrument which is kept in desk, ensure spaces are well ventilated 			
	Pupils				<ul style="list-style-type: none"> • Shared communal surfaces to be wiped down after use eg keyboards 			
	Pupils, staff				<ul style="list-style-type: none"> • Routine cleaning of high contact surfaces (chairs, desks, door handles, light switches, key pads, taps, kitchen and toilets) at: 11am, 1pm and 3:30pm with deep clean on Monday. 			
	All				<ul style="list-style-type: none"> • Set up staffroom with computers at either end 			
	All				<ul style="list-style-type: none"> • It is recommended that face masks are worn when no children are present and 2m distance cannot be maintained. Face masks are available in the staff room. 			
	Staff				<ul style="list-style-type: none"> • Only one person in the kitchen at a time. 			
	Staff				<ul style="list-style-type: none"> • Two people in the office at a time, expect for use of the photocopiers 			
	Staff				<ul style="list-style-type: none"> • As much admin and computer use done off site as possible. 			
	Staff				<ul style="list-style-type: none"> • Staff stationed at key points to ensure safe, swift drop off with no loitering, and hand washing and garden distancing 			
	Staff, pupils				<ul style="list-style-type: none"> • Departure – parents stand on spots, child washes hands and remains in garden, summoned by staff when their parents arrive. 			
	Pupils, staff				<ul style="list-style-type: none"> • Staff will remind parent while they are on the front yard to ensure they are staying 2m apart on designated rainbow spots. 			
	Pupils, staff				<ul style="list-style-type: none"> • Discuss with children where they can and cannot play, and what with. 			
	Pupils				<ul style="list-style-type: none"> • Following government guidelines, children will not be in groups of more than 30 (plus staff). 			

	Pupils, staff				<ul style="list-style-type: none"> • If the number of children attending school exceeds 30, staggered break times will be implemented or separate parts of the garden allocated • Children are provided with their own set of equipment to be kept in their desk • Some resources need to be shared or used communally (such as games, literacy and numeracy equipment, bean bags). Given the regular and thorough handwashing and that we are all in one bubble, no additional cleaning is required, however staff are on the look out for sneezes, contact with faces etc and will clean them if this occurs. • Lesson plans and activities modified to take appropriate distancing into account i.e. distance and ventilation when singing, using outdoor spaces when possible 			
	Pupils, staff							
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	Staff							
Risk of contracting or spreading Covid-19 through sharing bodily fluids	All All Pupils, Staff All	5	5	25	<ul style="list-style-type: none"> • Hot water, soap, paper towels and disposable tissues available in every room used for personal care of pupils including toilets, and resources in stock. • Outdoor tap with hot water to be installed. • Singing/Recorder/Circle time: maintain distance where possible, use own instrument which is kept in desks, ensure spaces are well ventilated 	5	2	10

	<p>All</p> <p>All</p> <p>All</p> <p>Pupils, Staff</p> <p>Pupils</p> <p>All</p> <p>Pupils, Staff</p> <p>Staff</p> <p>All</p> <p>Pupils, Staff</p> <p>Pupils, Staff</p> <p>Pupils, Staff</p>				<ul style="list-style-type: none"> • Routine cleaning of high contact surfaces (chairs, desks, door handles, light switches, key pads, taps, kitchen and toilets) at: 11am, 1pm and 3:30pm with deep clean on Monday. • Number of cleaning hours increased and shared amongst staff • Spray and wipes available for items that are used by different consecutive people eg keyboards • Each classroom has its own disinfectant spray and cloth in case of rogue coughs or sneezes • Remind children regularly to catch coughs and sneezes, and practice good oral hygiene • Remind to not touch face <p>Handwashing</p> <ul style="list-style-type: none"> • Everyone to wash their hands for at least 20 seconds: • on arrival, before departure, before eating, after eating, after break/being outside, after toilet, as part of respiratory hygiene <ul style="list-style-type: none"> • All soft toys and furnishings, water and sand play to be removed • Limit toys/resources available. In lower school, all resources to be stored centrally. Only resources needed for that lesson to be brought into the classroom. Pupils to have individual sets of resources needed for each lesson. • Some resources need to be shared or used communally (such as games, literacy and numeracy equipment, bean bags). Given the regular and thorough handwashing and that we are all in one bubble, no additional cleaning is required, however staff 			
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					<p>are on the look out for sneezes, contact with faces etc and will clean them if this occurs.</p> <ul style="list-style-type: none"> Children may not bring toys into school (with the exception of specific items for pupils with SEND – see below) 			
Risk of contracting or spreading Covid-19 through sharing equipment	All	5	5	25	<ul style="list-style-type: none"> Hot water, soap, paper towels and disposable tissues available in every room used for personal care of pupils including toilets, and resources in stock. <p>Handwashing</p> <ul style="list-style-type: none"> Everyone to wash their hands for at least 20 seconds: on arrival, before departure, before eating, after eating, after break/being outside, after toilet Outdoor tap with hot water to be installed. Staff bring own belongings (cups, plates and cutlery) where possible and wash up after themselves Wipe down shared surfaces after use e.g. keyboards Routine cleaning of high contact surfaces (chairs, desks, door handles, light switches, key pads, taps, kitchen and toilets) at: 11am, 1pm and 3:30pm with deep clean on Monday. Set up staffroom with computers at either end It is recommended that face masks are worn when no children are present and 2m distance cannot be maintained. Face masks are available in the staff room two people in the office at a time, except for use of the photocopiers As much admin and computer use done off site as possible. 	5	1	5
	All							
	All							
	Staff							
	All							
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	Staff							
	Pupils, Staff							
	Pupils, Staff							
	Pupils, Staff							

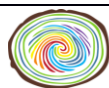
	Pupils, Staff Staff All Pupils, Staff Pupils, Staff				<ul style="list-style-type: none"> • Children quarantine finished reading books on Thursday which are left untouched for min. 72hrs • Children will have their own equipment – skipping rope, hoop, gardening gloves, tools, stationary (scissors, glue, etc.) • Some resources need to be shared or used communally (such as games, literacy and numeracy equipment, bean bags). Given the regular and thorough handwashing and that we are all in one bubble, no additional cleaning is required, however staff are on the look out for sneezes, contact with faces etc and will clean them if this occurs. • Accommodations will be made for staff and pupils who are shielding or vulnerable • Children may not bring toys and/or comforters into school with the exception of specific items for pupils with SEND: wobble cushions to be cleaned 2 hourly in line with general classroom cleaning, agreed soft toys allowed into school will be kept on a high shelf and if the pupil needs it, only <i>that</i> pupil may touch it. Staff to use gloves to pass the toy over. 			
Risk of contracting or spreading Covid-19 through insufficient cleaning	All All All All All	5	5	25	<ul style="list-style-type: none"> • Hot water, soap, paper towels and disposable tissues available in every room used for personal care of pupils including toilets, and resources in stock. • Outdoor tap with hot water to be installed. • Routine cleaning of high contact surfaces (chairs, desks, door handles, light switches, key pads, taps, kitchen and toilets) at: 11am, 1pm and 3:30pm with deep clean on Monday. • Number of cleaning hours increased and shared amongst staff 	5	1	5



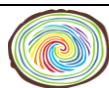
	All Staff Pupils, Staff Pupils, Staff Pupils, Staff				<ul style="list-style-type: none"> • Spray and wipes available for items that are used by different consecutive people e.g. keyboards • Each classroom has its own disinfectant spray in case of rogue coughs or sneezes • Children may not bring toys into school (with the exception of specific items for pupils with SEND – see above) • toilet seats must be closed when they are flushed 			
Risk of contracting or spreading Covid-19 through insufficient ventilation	All All All All Pupils, Staff All Staff	5	5	25	<ul style="list-style-type: none"> • Where possible, doors will be kept open to aid ventilation • All classrooms to have widow that open or active fan ventilation to allow for free flowing ventilation • Singing/Recorder/Circle time: maintain distance where possible, use own instrument which is kept in desks, ensure spaces are well ventilated • Hand dryer will be disconnected 	5	2	10
Risk of contracting or spreading Covid-19 through disposal of personal waste	All All All All Pupils, Staff	5	5	25	<ul style="list-style-type: none"> • All bin need lids – new pedal bins to be purchased. • All rubbish will be double bagged. • Hot water, soap, paper towels and disposable tissues available in every room used for personal care of pupils including toilets, and resources in stock. • Outdoor tap with hot water to be installed. 	5	2	10



	All All Staff				<ul style="list-style-type: none"> Remind children regularly to catch coughs and sneezes, and practice good oral hygiene <p>Handwashing</p> <ul style="list-style-type: none"> Everyone to wash their hands for at least 20 seconds: on arrival, before departure, before eating, after eating, after break/being outside, after toilet, as part of respiratory hygiene 			
Risk of contracting or spreading Covid-19 through sharing food or utensils	All All Pupils, Staff	5	5	25	<ul style="list-style-type: none"> Children must bring their own water bottles, lunch, snack and utensils. Staff will have their own mug and cutlery, labelled, which no one else will use and only they will wash up drinks eg tea, coffee may only be made for the person making it. Utensils may not be shared. Food may not be shared unless: <ul style="list-style-type: none"> It is prepared in school, handled and distributed by the adult in charge It has been cooked or heated at a hot temperature (baking bread or cooking popcorn) Birthdays: treats can be brought to share, but it must be a packaged item or fruit, which will then be prepared and distributed by the adult. 	5	1	5
Risk of contracting or spreading Covid-19 through entry and exit of the premises	All All All	5	5	25	<ul style="list-style-type: none"> Only staff and pupils to be allowed in the school building during school hours. Handwashing and respiratory hygiene signs displayed prominently 	5	2	10



	Pupils, Staff				<ul style="list-style-type: none"> Contractors to visit and maintenance and deep cleaning to be undertaken out of school hours. Staff stationed at key points: to greet parents at a social distance and to ensure safe, swift drop off via new one-way system; at the sink to ensure children are social distanced; while queuing to hand wash; and in the garden to supervise play. Markers on the front yard floor at 2m intervals. 			
	All				<ul style="list-style-type: none"> Departure – all children supervised in the garden, staff stationed as per morning routine, as parents arrive they stand on 2m markers, child washes hands, handover to parents overseen by staff. Parents are not permitted into the school except in cases of emergency Track and Trace information to be provided to school and kept securely in line with GDPR 			
	Pupils, Staff							
	Pupils, Staff							
	Staff							
Risk of contracting or spreading Covid-19 through lack of personal hygiene	All	5	5	25	<ul style="list-style-type: none"> Hot water, soap, paper towels and disposable tissues available in every room used for personal care of pupils including toilets, and resources in stock. Outdoor tap with hot water to be installed. Children quarantine finished books on Thursday which are left untouched for min. 72hrs Children may not bring toys into school (with the exception of specific items for pupils with SEND – see above) Routine cleaning of high contact surfaces (chairs, desks, door handles, light switches, key pads, taps, kitchen and toilets) at: 11am, 1pm and 3:30pm with deep clean on Monday. 	5	2	10
	All							
	Pupils, Staff							
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	All							
	Pupils, Staff							



	<p>Pupils, Staff</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>Pupils, Staff</p> <p>Pupils</p> <p>All</p> <p>All</p> <p>Staff</p>				<ul style="list-style-type: none"> • Number of cleaning hours increased and shared amongst staff • Spray and wipes available for items that are used by different consecutive people e.g. keyboards • Each classroom has its own disinfectant spray in case of rogue coughs or sneezes • Remind children regularly to catch coughs and sneezes, and practice good oral hygiene • Remind to not touch face <p>Handwashing</p> <ul style="list-style-type: none"> • Everyone to wash their hands for at least 20 seconds: • on arrival, before departure, before eating, after eating, after break/being outside, after toilet, as part of respiratory hygiene • 			
Pressure on staff returning to work (stress, emotional episode in school)	Staff	5	4	20	<p>Coronavirus And Your Wellbeing: Link to be available for all staff prior to school reopening and referred to in subsequent support meetings: https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/</p> <p>Returning to Work Wellbeing: Link to be available for all staff prior to school reopening and referred to in subsequent support meetings:</p>	5	2	10

				<p>https://www.mind.org.uk/information-support/coronavirus/coping-as-a-key-worker/</p> <p>Spotting Early Signs of Stress: Link to be available for all staff prior to school reopening and referred to in subsequent support meetings: https://www.mind.org.uk/information-support/types-of-mental-health-problems/stress/signs-of-stress/</p> <p>Sources of Support for Mental Health: Link to be available for all staff prior to school reopening and referred to in subsequent support meetings: https://www.mind.org.uk/information-support/coronavirus/coping-with-mental-health-problems-during-coronavirus/</p> <p>School has signed up to EAP app, for all employees to use.</p> <p>All staff to be clear about and have consented to their roles and responsibilities in relation to changes made to teaching and learning provision.</p> <p>Weekly CoT meeting will include space for wellbeing discussion. All staff will be invited to share experiences and troubleshoot personal concerns.</p> <p>All staff will be encouraged to discuss concerns about workload, resources and flexibility of duties at the CoT weekly meeting.</p> <p>Members of staff who are shielding will be encouraged to attend these weekly CoT meetings via Zoom.</p>			
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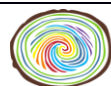
					<p>Any changes to the staff roles, responsibilities, resources and environment should be communicated in advance with time for discussion and explanation.</p> <p>Each member of staff can seek support from the CoT meetings and can also request 1:1 meeting with their line manager or contact the Chair of Trustees for details of a pastoral support meeting if they feel their concern is beyond the CoT remit.</p> <p>All Staff and Trustees to be aware of indicators of stress and intervene if signs are present in an individual who may not have disclosed any concerns personally. The onus should not be on disclosure from the individual: rather, a recognition from either party of signs of stress. https://www.cipd.co.uk/knowledge/culture/well-being/stress-factsheet</p> <p>If a member of staff feels their mental health is deteriorating to the point of being unable to work and they need urgent support, they can contact their line manager who will be able to help with any potential need for sick leave authorisation and signposting to immediate support. https://www.mind.org.uk/need-urgent-help/using-this-tool</p>			
Risk of contracting or spreading Covid-19 during travel to or from school	All All	5	3	15	<p>Staff directed to government guidelines on Safer Travel to Work: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#checklists-for-safer-travel</p> <p>Confirm with staff who use public transport that they understand the guidelines and have access to face masks, sanitiser, etc.</p>	5	2	10

					<ul style="list-style-type: none"> LSS will provide face masks for staff travelling to or from work on public transportation if needed 			
Risk of contracting or spreading Covid-19 through offsite visits	All	5	4	20	<ul style="list-style-type: none"> All educational visits have been suspended Local walks will take place in open places, consciously avoiding potential bottle neck areas. Ongoing, dynamic risk assessments will take place throughout the walks The following precautions will be added to relevant risk assessment: <ul style="list-style-type: none"> All children was hands before they leave premises Volunteers to wait outside and maintain distance from children and teachers (except in emergencies) Only teacher in charge will open/close gates Children reminded not to touch railings/lamp posts etc Equipment maybe shared but after use will be quarantined for at least 72hrs Take and apply hand sanitiser as needed Wash hand before re-entering school 	5	1	5
Risk of contracting or spreading Covid-19 through visitors to the school	All All All Staff	5	4	20	<ul style="list-style-type: none"> Access will be arranged for outside of school hours and they will comply with safety measures. Non-essential visitors are not permitted to enter, usual safeguarding applies. Parents are not permitted into the school except in cases of emergency Meetings with parents will be conducted via phone or zoom as needed. Track and Trace information to be provided to school and kept securely in line with GDPR 	5	2	10

					<ul style="list-style-type: none"> Essential visitors (eg speech and language provision, new Kindergarten parents) may enter through the garden gate and hand their child over at the KG back door. If the visitor requires entry to the school, they will follow all procedures set out here regarding handwashing, physical proximity etc, particularly ensuring the corridor is clear and the number of people they come into contact with is kept to a minimum. (Ola lets the visitor in, EM takes them to the room and child, visitor exits the same way) If a child is distressed and requires the parent to come into the building, only one parent will be admitted and they must wear a face mask and wash their hands. 			
Risk of contracting or spreading Covid-19 through personal proximity during wet weather (i.e. having to spend all day incl breaks and lunch inside)	All	5	4	20	As much time as possible will be spent outside, even in wet weather: Where this cannot be avoided, see above measures for personal proximity	5	2	10
Staff contracting covid-19 due to children exhibiting symptoms while in school	All Pupils, Staff Pupils, Staff Staff Staff	5	5	25	<ul style="list-style-type: none"> Staff wear PPE to tend the children if sick or injured Child contained in sick bay/first aid area All parents informed and required to collect their children as soon as possible to reduce the risk of spreading Covid-19 due to prolonged contact 	5	2	10



Trauma for school community resulting from lockdown	All	5	4	20	<ul style="list-style-type: none"> • The following text will be added to our school behaviour policy: “Staff will be aware that children may have experienced trauma during lockdown and could exhibit problematic behaviours. Staff are expected to ascertain children’s experience during lockdown through conversations with parents prior to the child’s return to school. Staff are expected to have a compassionate response and, while maintaining the health and safety of all concerned, take appropriate measure to address these behaviours.” • Staff will communicate regularly to share insights and observations around children’s behaviour that might give rise to a concern • Safe space established in Ola’s office if children need a bit of time or attention so they can resume participation in the lesson • Educare training for staff around bereavement and supporting mental health • Staff have signed up for Mental health first aid course, and Level 2 mental health course • Parents are sign posted to mental health support services (Every Mind Matters https://www.nhs.uk/oneyou/every-mind-matters/, NHS mental health and wellbeing website https://www.nhs.uk/conditions/stress-anxiety-depression/) and government advice (https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19#where-to-get-further-support) 	5	2	10
	Staff							
	Pupils							
	Pupils							
	Staff/Trustees							
	Staff							
	Staff							
	Staff							
	Staff							



					<ul style="list-style-type: none"> • Parents are requested to make staff aware of any issues • Peer support for Trustees as well as staff • Peer support at weekly college meeting via zoom and in person with additional one-to-one support if necessary. • Staff can ask for additional one-to-one support from SLT. • If additional support is needed, SLT will contact trustees. • Whole staff wellbeing added to agenda: college meeting with teachers for the first hour, then opened up for all staff to join. 			
Risk of school closure due to positive Covid-19 case					<ul style="list-style-type: none"> • As the school is operating as one bubble, if there is a positive case, everyone must self-isolate in accordance with government guidelines. • All staff must have access at home to Zoom, work emails and the Internet • Katie and Ola need to be able to send emails without approval • Contingency email with a timetable, zoom link and work for the first 2 days is ready and can be sent out by any member of staff if needed. • During the first 2 days, teachers can arrange cover as needed and convert existing planning into remote teaching planning, record videos and prepare work. Zoom main lessons will start on Day 3. • Each child has a contingency folder with basic items in them which they will keep at home. • SENDCO will put a plan in place for SEND and vulnerable children and assign staff to execute it. 			
Risk of contracting or spreading Covid-19	All	5	5	25	<ul style="list-style-type: none"> • Anyone with symptoms and their household must follow government advice and self-isolate, and get tested 	5	2	10

through a member of the school community or their household showing symptoms	All				<p>immediately through the governments Track and Trace program.</p> <ul style="list-style-type: none"> • If anyone in their household is ill or with symptoms, then the child will not be permitted to attend school. (Attendance code: Y) • School must be informed – all members of the community will be informed that someone has displayed Covid-19 symptoms. • If staff develop symptoms, they will be sent home and alternative cover will be arranged. • If a child develops symptoms, they will be attended to by a member of staff wearing PPE, their parent/guardian will be notified and asked to collect them ASAP, the child will be contained in the first aid/sick bay area. • In any and all such cases, the school and wider school community will be notified immediately, up to and including short notice of the closure of the school 			
	All							
	All Staff Pupils, Staff							
	All							

Severity

- 5 Fatalities
- 4 Major Injuries
- 3 Moderate Injuries
- 2 Minor Injuries
- 1 Negligible / No Effect

Likelihood

- 5 Almost a certainty
- 4 Probable
- 3 Likely
- 2 Unlikely
- 1 Negligible

Risk

- 21-25 Intolerable; Additional Control Measures Required
- 16-20 Substantial; Additional Control Measures Required
- 11-15 Moderate; Additional Control Measures Required
- 6-10 Acceptable
- 1-5 Trivial

