

COVID-19 RISK ASSESSMENT – September 3rd 2020 (updated 21st Sept)

Identify the hazards (anything that can cause harm):	Who might be harmed?	What measures are in place to reduce the risk?	What further action is needed to reduce the risk? (State actions)	Estimate Risk Low Med High
COVID-19 Safely staffing the school to minimise risk of infection – keeping pupils and staff safe	Children, Staff	<ul style="list-style-type: none"> • Current COVID19 advice is consulted daily in order to track the constant change • All staff have been consulted re return to work. School can offer no guarantee of safety but will do their utmost to ensure that the risk assessment is carried out. • Advice takes into account union information • Staff who have been shielding should now return to school as of 1st August • All children to return in September – in class bubbles. <ul style="list-style-type: none"> ○ Bubbles will not mix. ○ Considering layout of the classrooms 	<p>Head to monitor the situation before the start of term.</p> <p>All staff to be consulted re the risk assessment and ask for feedback</p> <p>Advice sent out last week of holidays to confirm/ update risk assessment and additional plan</p> <p>Governors to approve plans and risk assessment – placed on Gov Hub</p>	low
COVID-19 Welcoming children back on site	Staff, children	<ul style="list-style-type: none"> • UK Government guidance being followed • COVID19: implementing protective measures in education and childcare settings (28th Aug edition) COVID -19: guidance for schools and other educational settings • All documents will be published on the school website • Parents will be reminded of handwashing requirements and illness triggers and be asked to practise this at home • School gates and busy road – not possible to restrict year groups to certain gates particularly for families of children • Fluid drop off times to encourage social distancing 	<p>Parents to select entrance point. – Monitor during the first full week – check any modifications required.</p> <p>Classes to be brought on to playground in the pm – parents coned off area on large playground and some of small playground.</p>	Low

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		<ul style="list-style-type: none"> • Only one parent/guardian will bring their children to school • At the school gates children need to be mindful of each other entering the grounds • Parents will not be able to access the school in the morning/only one parent on the school grounds at the end of the day. • Information posters are present across site on hygiene and social distancing • Children will come to school with a personal water bottle / sanitiser if required • Each child will have in school from their first day: hat, KS1 PE kit – these will stay in school until the end of term where possible although KS2 will need to have theirs washed more frequently. • Attendance should be promoted and supported for all children to return to school. Support to be provided to parents particularly with a focus on persistent absences. 	<p>Ensure staff have read the risk Put copy of RA on website – send additional letter to all parents.</p> <p>Final arrangements letter to go out last week of the Summer term.</p> <p>Reminders in weekly newsletters to include any changes</p>	
COVID-19 Welcoming staff back on site		<ul style="list-style-type: none"> • UK Government guidance being followed COVID19: implementing protective measures in education and childcare settings (28th Aug) COVID -19: guidance for schools and other educational settings • Staff will be sent a copy of this risk assessment for consultation • All documents will be published on the school website • Any staff who have been shielding should ask for a 1:1 meeting with HT to ensure that personal risk assessments are written as needed and that staff feel confident in attending school • Face masks in communal areas (corridors, staff room etc) are permissible • All staff will ensure they are fully compliant with handwashing measures and have strategies to teach pupils https://www.nhs.uk/live- 	<p>RA will be reviewed before the start of term as guidance</p> <p>Guidance to be read by staff</p> <p>check that there are always wipes and order new stocks in</p>	Low

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		<p>well/healthy-body/best-way-to-wash-your-hands/</p> <ul style="list-style-type: none"> All staff must use the anti bac gel when entering the building The photocopier and localised equipment must be wiped down with anti-bac wipes after used - All staff to be aware of the purpose and implementation of Track and Trace - https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works Staff should have their own flask/Mug/ Drinks container (lidded if in classroom) that they wash – they must not leave any crockery in the staffroom Staff should keep their own pens for supporting pupils/signing in etc. The staffroom can hold a maximum of 6 people – 2m apart but should be used minimally All staff meetings will be held in school (socially distanced) – this will be reviewed/ hybrid depending on levels of anxiety It is expected that all staff will leave the premises at a sensible time – they must be aware of the cleaning that has to take place Only employees and planned visitors can enter the site Staff toilet area – staff will be expected to wipe the toilet handle and taps after use and must be vigilant with handwashing If a member of staff is unwell they must leave the site immediately – they should then ensure that they have had a test <p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested IT IS A MEMBER OF STAFF'S DUTY OF CARE TO THEMSELVES AND SCHOOL MEMBERS TO MAKE DECISIONS ABOUT THEIR HEALTH AND NOT COME TO SCHOOL EXPECTING HT TO DECIDE</p>	<p>good time</p> <p>Guidance to be read by staff</p> <p>Consideration of use of second staff room in the middle room.</p> <p>Constantly review guidance of staff meetings and judge anxiety levels in staff</p>	

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		<ul style="list-style-type: none"> • Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS online guidelines • Employees with COVID-19 or suspected COVID-19 will self –isolate as per Government guidelines 		
COVID-19 Vulnerable Employees	Staff, children	<ul style="list-style-type: none"> • UK Government guidance being followed • Managers have identified certain vulnerable employees through discussions • Vulnerable employees may be required to work from home • Pregnant workers will be told to self-isolate or work from home • It is a member of staff’s responsibility to inform the HT if there is a change of circumstance 	Ensure staff have read the risk assessment and sign to ensure they fully understand.	Med
COVID-19 Vulnerable Pupils and intimate care for all	Staff and children	<ul style="list-style-type: none"> • All EHCP pupils will return to site. Staff are aware of individual needs • Additional visit to school to prepare children for new layout. • Additional visits offered for children prior to the term starting • No vulnerable pupils on site should have need for intimate care – risk for all pupils would be followed including PPE equipment could be used if a staff member meant that it is necessary • Gloves, plastic aprons and masks are available to all staff • All pupils who will be on site could change themselves with a member of staff offering verbal guidance 	Meetings held on INSET day so that all staff are aware of needs Parents could be contacted to come and take a child if we are not able to change a child safely	

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COVID-19 On arrival and departure	Staff, children	<ul style="list-style-type: none"> • Pupils will be welcomed to school at staggered times so that there is a decreased number of people. – see plan • Only one adult should enter the site with pupils at the end of the day • A member of SLT will welcome the children and send them into the building through their designated door. • Staff must ensure that they are socially distanced from each other and the parents • Parents must follow the guidelines and support the school – there should be no groups at the school gates • The children will carry their own equipment this will include – water bottle, lunch bag if providing their own and coat. • The children will enter the school and will immediately wash their hands. • The reverse of this will take place at the end of day • Children to be taught not to touch surfaces as they enter the building • Parents allowed on large playground at the end of the day to collect children – classes will be brought out in turn (on plan) and ensure that parents collect. 	<p>To be confirmed last week of the holidays</p> <p>All staff must challenge parents who are not following these guidelines</p> <p>This will need constant monitoring and changes made where appropriate</p> <p>Possible changes to end of day to reduce long time waiting for parents of two or more children</p>	Low
Breakfast club	Pupils and staff	<ul style="list-style-type: none"> • Breakfast club will commence from 3rd Sep 2020. • Pupils will wash hands on entry and follow handwashing/ gel for some activities • Individual packs for the children. • Keep bubbles as separate as much as possible • Food will be served from a table in the cooking area. • Sessions to take place in the hall • Staff consistent where possible 	Review fortnightly	

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		<ul style="list-style-type: none"> Parents to drop off and pick up from school door 		
Reducing stress and anxiety – caring for mental health	Staff, pupils and parents	<ul style="list-style-type: none"> Clear messages given to parents to prepare their children for being in school – communication is extremely important before and during this time Everyone will adhere to our Christian Values and act in love and kindness Any member of staff/ pupils feeling vulnerable/ upset/ unsure will be treated with respect – they will be listened to and appropriate solutions will be found – this may include going home The curriculum will focus around PSHE and well-being, staff will consider this at all times as the school priority – classes will have a check out circle every day and plan for PSHE daily Recovery from the COVID situation will be a priority focus for the school in term 1 CLPE scheme for all classes 	<p>Follow up letter last week of summer holiday</p> <p>Welcome video sent</p> <p>If additional support is needed then EP service will be contacted</p>	Med
COVID-19 School day/ classroom and shared space safety		<ul style="list-style-type: none"> Class will have a maximum of 32 pupils with a staff team that are designated, the staff team will remain consistent. KS2 classrooms need to be front facing where space permits, KS1 need to consider possibility, - needs reviewing Unnecessary furniture will be stored in other areas Staff will ensure that they and pupils wash hands between every change of activity Staff will make sure that office knows if any handwashing/ sanitising equipment is running out by leaving a note at the end of the day. All classroom hard surfaces will be wiped at lunchtime (if required) and cleaned again after school – classes must ensure that the tables are clear 	<p>Reviewing of layout of classrooms to reflect learning styles – children reminded of procedures followed over last few weeks</p> <p>Tables to be wiped if activities require</p>	Med

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		<ul style="list-style-type: none"> • Classrooms need to tidy and well ordered to support learning but also cleaning. • All bins will be emptied up to twice daily • All soft furnishing/toys have been removed • Handwashing routines to be enforced – guidance is a minimum Posters evident • Staff will endeavour to adhere to the social distancing measure where possible- although it is widely acknowledged that this is not possible in primary school. Staff ‘bubble jumping’ must not sit side by side with children they must try to maintain a 2m distance with the class that they spend the least amount of time in – this is not possible in KS1 • Learning will take place outdoors where possible – staff to utilise areas in the school grounds • Laptops – all users must use alcohol hand gel • Children will have their own resources with them to avoid moving around • Toilets are assigned as usual – children should ensure that hands are washed before leaving the toilet area • Limited use of the corridors needed within teaching times apart from toilet use and movement to the hall • Singing (class bubbles) allowed either in the hall or the classroom • Instruments to be wiped down between lessons. • Equipment used will be left out at the end of the day so that it can be wiped and kept clean • All classes have at least one member of staff who is first aid trained. Each class has its own first aid kit. Class teacher to notify office when supplies are running low 	<p>Currently bins are not filling – this will be under review</p> <p>Use of visors if required. Particularly for individual reading/work</p> <p>Individual pencil cases to be purchased</p>	

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Broad and balanced curriculum	Pupils and staff	<ul style="list-style-type: none"> • No cooking will take part during the period of this risk assessment • No visitors to site during this period • Classes can visit other sites (not overnight) there will be consultation with the Head and EVC – risk assessments will also take into account the COVID guidance • No swimming lessons will take place during term 1 – under review • If an activity is judged to have an element of risk i.e. some science/ DT activities please speak to Head and risk assess safely • Feedback and Marking to return to usual policy from September, it is possible to take books home if required. • Reading books are able to go home – quarantined for 72 hours on return 	Each class developing a system based on the age of the children and number of books	
COVID 19 – PE procedures		<ul style="list-style-type: none"> • Outside PE should be first option – daily session? Daily mile? • Hall will be timetabled– classes must follow this timetable • Teachers to choose their PE focus – all staff to choose a different one so that the equipment is not being • When equipment has been used staff to leave it out so that cleaning staff can clean it • When going to and returning to class all children must wash their hands • Children to use hand sanitiser on way to hall – bottle will be on cupboard – staff to dispense • Hall doors and classroom door handles to be cleaned at lunchtime and after school • Children to have shoes on in hall at all times • PE kit to be used –this will stay in school until staff feel it needs a wash • Earrings must be covered – child to take responsibility 	Monitor and check that the system is working.	Low

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COVID19 – use of IT equipment		<ul style="list-style-type: none"> • Alcohol hand sanitiser to be used by all pupils before using the laptops – one bottle in each classroom • All equipment used will need to be left out to wipe at the end of each day – if it needs charging then leave a message 	Monitor and check that the system is working. Head and cleaning staff to meet to review arrangements	Low
COVID-19 office procedures		<ul style="list-style-type: none"> • Only one other member of staff will be in the main office at any one time • The Head will work in a separate office • The phones/ keyboards will be wiped at the end of everyday • When office staff need to visit classes they should stay outside the classroom where possible 		Medium
COVID-19 – catering		<ul style="list-style-type: none"> • Hall will be set up to cater for 2 distinct groups • Water/ jugs and cups will not be provided – pupils must bring their own bottles • Catering staff must leave packed lunches on tables for class to distribute therefore reducing contact • All lunches will be packed for first half term School lunch company will provide universal and free school meals – parents can also pay for a school packed lunch • School lunch company staff will be fully involved in procedures • Lunches will be eaten in the hall on rotation –see plan • changeover of classes will allow tables and benches to be wiped • See plan for use of hall 	School lunch club catering staff to sign risk assessment – copy of the school lunch club catering risk assessment to be held on file	Med
Break times		<ul style="list-style-type: none"> • Classes will remain in class bubbles and will not mix • All classes to have a playground equipment box • Class teachers must organise staffing so that everyone can have a 30min 		

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		<p>lunch break – only one member of staff needs to support in the hall. Outside play must be on a rota</p> <ul style="list-style-type: none"> • A first aid box will be in the equipment box • Break times/ Lunch times as per plan • When returning from any breaks hands must be washed • Consideration of use of activity frames – under review. 	<p>Information to be shared in the last week of the summer holiday</p> <p>Individual class groups for a number of days and then left for 5 days.</p>	
COVID-19 Someone who is infected entering the premises	Staff, children and volunteers	<ul style="list-style-type: none"> • UK Government guidance being followed • The building is closed to the public, so visitors and parents are not permitted without appointment • Deliveries are left at front porch after the bell has been rung/ office notified • Information posters are present at entrances • Only necessary maintenance carried out by external contractors e.g. yearly gas service or emergencies. • Best practice hygiene requirements are being followed. Frequently touched areas cleaned at lunchtime and end of every day. • All fundraising events cancelled until further notice 	Ensure staff are have read the risk assessment and sign to ensure they fully understand and comply.	Low
COVID-19 Someone becomes ill in the workplace	Staff, children and volunteers	<ul style="list-style-type: none"> • UK Government guidance being followed – we have one full set of PPE equipment available – it will be stored in the staffroom – any person dealing with a person showing signs will need to wear the full kit. It will then be double bagged and left outside for 72hours. • Persons showing signs of COVID-19 are sent home immediately and advised to follow NHS guidelines online • Best practice hygiene requirements are being followed – if there are any body fluids spilt full PPE to be worn by one nominated staff member. Any 	Ensure staff are have read the risk assessment	Med

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		<p>clothes worn by an ill child must be double bagged and left outside for 72 hours – all areas touched must be cleaned</p> <ul style="list-style-type: none"> • Staff communicating daily to assess and evaluate the risks • Social distancing is being followed as best as possible • Information posters on hygiene are present on notice board and toilets • Regular cleaning of frequently touched areas take place • Parents to be informed immediately – child to wait in the HT office and only use staff toilet which will be cleaned after use • Pupil and family will follow isolation guidance – if a test is possible and the results are negative the child may return • Parents will have regular communication from school – • additional advice such as closing for a deep clean/ review of risk assessment will be undertaken 	Weekly staff meeting to review risk	
COVID-19 Contaminated workplace	Staff, children and volunteers	<ul style="list-style-type: none"> • UK Government guidance being followed – advice to be followed • Deep clean company called in if required • Best practice hygiene requirements are being followed. • Social distancing of is being followed as best as possible • Information posters are present across site on hygiene • Regular cleaning of frequently touched areas • Building is closed to the public so visitors not permitted • Information posters are present • Only necessary maintenance carried out by external contractors • Extra hygiene by staff expected 	Ensure staff are have read the risk assessment.	Med
COVID-19 Workplace gatherings	Staff, children and volunteers	<ul style="list-style-type: none"> • UK Government guidance being followed • Social distancing implemented – staff meetings to be held in large rooms or outside 	Ensure staff are have read the risk assessment	Low

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		<ul style="list-style-type: none"> • Business meetings take place via video or similar • Parent meetings etc are cancelled until further notice • No handshaking • Social distancing where practicable 		
COVID-19 Self-isolation and wellbeing	Staff, children and volunteers	<ul style="list-style-type: none"> • UK Government guidance being followed • NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist (<u>Stay at Home Advice</u>) • Home learning plan will be in place from end of September so that pupils could quickly be supported 	Ensure staff are have read the risk assessment	Low
COVID-19 Travel	Staff, children and volunteers	<ul style="list-style-type: none"> • UK Government guidance being followed • Employees are advised to limit the use of public transport • Employees are advised to keep social distancing whilst traveling • Employees advised not to travel abroad unless absolutely necessary • Staff who are taking half term must be available for work from the beginning of term 2 – they must take into account individual countries quarantine laws https://www.gov.uk/foreign-travel-advice	Ensure staff are have read the risk assessment	Med
COVID-19 Visiting other sites	Staff, children	<ul style="list-style-type: none"> • All visits to other sites such as training courses have ceased 	Remote learning to be used until reviewed	Low
COVID-19 Other building users	Staff, children	<ul style="list-style-type: none"> • Only planned visitors to enter the site inc music teachers. 	OCC music service – risk assessment received.	Low

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COVID-19 Governor and other professionals meeting	Staff, children and volunteers	<ul style="list-style-type: none"> Meetings will be held remotely – remote meeting policy in place Regular updates to governors Governors are clear on their role in the full opening including the support of school leaders. 	Ensure staff are have read the risk	Low
Lettings		<ul style="list-style-type: none"> No lettings during term 1 – to allow for school resources, cleaning routines to be established. 	Review regularly.	
COVID-19 Hygiene	Staff and children	<ul style="list-style-type: none"> Cleaners to clean high contact areas everyday Cleaners to clean equipment used daily – it is the class teachers' responsibility to highlight what needs cleaning including PE equipment, play ground equipment and IT equipment Mid-day cleaning of classrooms and toilet areas by staff in bubbles – if required Hand sanitiser to be available at the entrance and in classrooms Heighten awareness of good handwashing practice and good personal hygiene Cleaning cloths to be changed regularly Supply of hand soap and toilet roll All children to be re taught the handwashing routines including songs if needed – regularly communicated with home and refreshed Washing of toys weekly Limit the range of toys / games available – rotate whilst washing 	<p>Ensure staff are have read the risk assessment and sign to ensure they fully understand and comply</p> <p>Hand sanitiser dispensers to be installed??</p> <p>Ensure quantities of cleaning products kept up to date</p> <p>If there was an outbreak of COVID19 then the school may have to be closed for a deep clean</p>	Low

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		<ul style="list-style-type: none"> All staff and pupils to have their own pencil cases – personal equipment packs 		

Monitoring Arrangements Ensure staff are vigilant and follow policies and procedures at all time Review as needed	Relevant employees who need to be informed of this risk assessment (employees to sign when they have read).			
	Name	Signature	Name	Signature
	1		2	
	3		4	
	5		6	
	7		8	
	9		10	
	11		12	
	13		14	
	15		16	
	17		18	
19		20		