

Risk Assessment for Partial Reopening of School



Location / Site
CAM WOODFIELD JUNIOR SCHOOL
Activity / Procedure
YEAR 6 RE-OPENING & Key Worker / Vulnerable Groups
Assessment date
14/5/2020 – to be updated regularly until re-opening

PEOPLE IDENTIFIED AS AT RISK	
All School Staff	YES
Children	YES
Visitors	YES
Contractors	YES

Red texts are control measures from Government Guidance – Coronavirus (COVID-19); implementing protective measures in education and childcare settings 0 published 11th May 2020

This document has been cross-referenced with the COVID 19 Risk Assessment provided by the SHE (LA)

Government guidance states for schools states:

"The safety of children and staff is our utmost priority."

"The advice seeks to support staff working in schools, colleges and childcare settings, to deliver this approach in the safest way possible, focussing on measures they can put in place to help limit the risk of the virus spreading within education and childcare settings."

"In education, childcare and social care settings, preventing the spread of the coronavirus involves dealing with direct transmissions (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces.) A range of approaches and actions should be employed to do this."

Government guidance for parents concerning re-opening of schools states:

"We have provided guidance and support to schools, colleges and child care settings on implementing protective measures in education and childcare settings to help them **reduce the risk of transmission as more children and young people return.**"

"Whilst such changes are likely to look different in each setting, as they will depend upon individual circumstances, they are all designed to minimise risks to children, staff and their families.

Schools and colleges continue to be best placed to make decisions about how to support and educate their pupils during this period. This will include:

Consideration of the pupils' mental health and well being

Hazard Identified

Lack of social distancing in the classroom resulting in direct transmission of the virus

Existing level of risk

Consider current level of risk

HIGH

MEDIUM

LOW

NEGLIGIBLE

Control measures

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Reduce the number of children in the classroom to enable social distancing (Y6 in 3 groups no more than 15 - Key worker children etc to remain in same group regardless of year/class) school estimate 13 children in the first instance
2. Remove excess furniture to increase space if space to do so – to hall / computer room
3. Children wear masks or gloves if parents deem it necessary. The school will support this action.
4. Children keep to their desks when in the room
5. Social distancing charter created for and with the children –
(Include instructions how to line up, use of toilet, moving around the classroom etc)
6. Charter re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance
7. Children isolated if cannot adhere to charter and spoken to re the need for social distancing ref: **New Behaviour Policy Addendum 1.06.2020**
8. Lessons planned for individual work (not pairings or group work) and timetables reviewed with outdoor space used extensively
9. Feedback – in class marking using interactive whiteboard - **no close interaction** and no work is to be handed in for marking
10. Mark out an area for the teacher – 2m distancing at front of room
11. Children to use same desk if returning next day
12. Reminders on screen or posters – COVID message
13. Teacher and TAs are assigned to these children and stay with these children throughout the day (and on sub-subsequent days). If shortage of teachers, TAs to be allocated to lead a group, working under the direction of a teacher
14. Children stay in the classroom for majority of the day and not mix with other groups
15. Bags, coats and lunchboxes kept under children's tables
16. Children to wear clean clothes daily. Sportswear on days of PE and Outdoor clothes on days of outdoor learning (no changing within the school setting)
17. Children place work packs and plastic work folder onto their chair at the end of the day, so that their desk and top / back of chairs can be cleaned thoroughly. This reduces the risk to staff of touching the children's folders.

Remaining level of risk		Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE	
Hazard Identified				
Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus				
Existing level of risk		Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE	
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<div>1. One-way system signs and only one boy and one girl allowed to go to toilet at a time – every other sink closed for handwashing</div> <div>2. Hand gel used after toilet use as well as washing hands</div> <div>3. Extra Signs in toilet re washing hands</div> <div>4. Wedges for the toilet external toilet doors if not fire doors.</div> <div>5. Extra soap ordered to ensure we do not run out</div>				
Remaining level of risk		Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE	

<u>Hazard Identified</u>				
Lack of social distancing waiting to enter classroom in morning resulting in direct transmission of the virus				
Existing level of risk		Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE	

<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Markers outside the classrooms for the children to wait 2 metres apart (NO PARENTS ON SITE – within the school building) 2. Access for all groups to be through the back gate on entry and follow the oneway system. 3. Exit – all pedestrians exit the main front gates 4. Instructions shared re social distancing to families prior to arriving on site 5. Signage and markers displayed outside the classroom and school gate 6. HT and DHT on duty to supervise and collect mobile phones to be kept in individual wallets. Placed in green drawer tray. 7. Staggered drop off and pick up times for different groups and children encouraged to walk/cycle 				
<u>Remaining level of risk</u>		Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE	

<u>Hazard Identified</u>				
Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus				
Existing level of risk		Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE	
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<div>1. Staggered playtimes and allocated play areas in the first instance</div> <div>2. Reduced playtime equipment – hard surfaces and can be easily cleaned –</div> <div>3. Games discussed which encourage social distancing – football passing etc</div> <div>4. Outdoor equipment not used unless cleaned between groups of children - cordoned off trim trail, band stands and wooden forts.</div> <div>5. Staff supervision throughout (HT & DHT) – actively encouraging and insisting on social distancing</div>				

6. Children practice talking 2 meters apart – modelled by staff			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Hazard Identified</u>			
Lack of social distancing when eating lunch resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
1. Children eat inside their allocated classrooms. 2. Staggered lunchtimes in place. 3. Children asked to bring packed lunch into school – packed lunches kept under children’s tables with bags			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Hazard Identified</u>			
Lack of social distancing in the corridors resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> Children staying in their classroom and accessing outside from classroom door One child going to toilet at one time Messages to office via members of staff only. Staff use empty classrooms and bays to maximise the distance between each other One - way system around the school using walkway and outside – safety concerns Agree instructions with children concerning going and returning to toilet When moving around the school – 2 metres between children – one adult at back insisting the distance is maintained – regular practice this in the first few days 2m markings visible in corridors along one way system 				
<u>Remaining level of risk</u>		Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE	

<u>Hazard Identified</u>				
Contact of shared resources resulting in indirect transmission of the virus				
Existing level of risk		Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE	
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<div>1. Children to have individual learning packs. Under no circumstances are they are allowed to bring in their own stationary</div> <div>2. Children have plastic work folders to reduce the amount of loose paper on the child’s work table.</div> <div>3. Staff to check and replenish resources e.g. stationery</div> <div>4. Children wear masks or gloves if parents deem it necessary. The school will support this action.</div> <div>5. Tubs of resources for individuals if needed – maths cubes etc</div> <div>6. Resources washed in sterilisation solution each night and left to dry if not same person using them the next day</div> <div>7. Tables, door handles and other surfaces cleaned with sterilisation solution x 3 a day</div> <div>8. Lessons planned so resources are individual and not shared – or on white board</div>				

9. Resources on tables ready for lesson and not distributed within the lesson
10. Plastic packets (zippy) bags used for individual resources
11. Children encouraged to wash hands / use hand gel before lessons and after each lesson

Remaining level of risk

Consider level of risk following use of control measures

HIGH**MEDIUM****LOW****NEGLIGIBLE****Hazard Identified****Emotional distress of the children****Existing level of risk**

Consider current level of risk

HIGH**MEDIUM****LOW****NEGLIGIBLE****Control measures**

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. **Children walking onto the school site needing parental reassurance – Parent/s to accompany child to the main door then leave the site via the one-way system. Parent/s do NOT enter the school building. If child needs further reassurance a staff member steps in and takes over the matter.**
2. Children to have class teacher and TA where possible
3. Part of daily lessons will reassure children on how to keep safe
4. Small numbers of children to support their emotional need
5. Reduced time in school to ensure transition is successful from home to school
6. 2 metre social distancing pastoral provision / wellbeing activities available for children who are distressed (DHT / PPSA).

Remaining level of risk

Consider level of risk following use of control measures

HIGH**MEDIUM****LOW****NEGLIGIBLE****Hazard Identified**

Emotional distress of the staff – including anxiety			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<div>1. Inclusion in risk assessment process – input into hazard identification and control measures</div> <div>2. Staff meeting – to discuss concerns and shared control measures</div> <div>3. Staff to wear masks or gloves if they deem it necessary. The school will support this action.</div> <div>4. Sharing of support helplines</div> <div>5. At least one SLT member of staff on site everyday for staff to share concerns with</div> <div>6. Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible</div> <div>7. Office staff to be limited wherever possible to the office area</div> <div>8. Designated “staff areas” areas for different groups of staff – maybe rota for same area if needed</div> <div>9. Staffroom and office limited in number</div> <div>10. Glass screen in office to remain closed</div> <div>11. Deliveries supervised by office staff with controlled entry point if needed</div> <div>12. Visitors do not sign in with the same pen – antibac after use</div> <div>13. Hand sanitizer in the entrance for visitors, deliveries and staff</div> <div>14. Regular communications that those who have coronavirus symptoms or who have someone in their household who does, are not to attend school</div> <div>15. Information shared with staff about testing available for those who have symptoms provided by HT</div> <div>16. HT to assess how many staff are needed in school and identify those that can remain working from home</div> <div>17. Staff are to leave promptly at the end of the school day for own mental wellbeing and in order to allow a thorough cleaning of the site</div> <div>18. HT & DHT to keep in touch with Off-site workers on their working arrangements including their welfare, mental and physical health and personal security</div> <div>19. Staff shielding at home manage online work</div> <div>20. Extremely vulnerable staff (Shielding) work from home</div> <div>21. Vulnerable staff – those suggests to strict social distancing – working at home or in school with strict 2 metre distancing measures in place</div>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Hazard Identified</u>			
Risk of spreading virus due to close contact with children – 1:1 and intimate care resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
1. Masks / shields used if required for intimate care incidents or accompanying pupil in isolation following display of symptoms 2. Extra gloves ordered 3. Some visors also ordered if needed 4. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk 5. PPE to be worn by the supervising adult if a pupil becomes unwell with symptoms whilst in setting (Butterfly Room identified as Isolation room)			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Hazard Identified</u>			
Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
1. Hand gel dispenser inside all classrooms 2. Hand gel order in large quantities 3. Extra soap dispensers and re-fills in each classroom			

4. Children handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze 5. Washing hands posters replaced in all washing areas 6. Reminders how to wash hands properly – videos and posters 7. Procedure agreed for children to wash hands so thorough hand washing 8. Children reminded to use elbows or tissue when coughing/sneezing and tissues put in bins (emptied regularly) 9. Spaces are well ventilated using natural ventilation wherever possible 10. Doors are propped open to limit use of door handles			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Hazard Identified</u>			
Risk of virus transmission whilst administering first aid			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<div>1. Children to 'administer' (under supervision) own first aid wherever possible (ie wipes & plasters) for minor ailments – eg graze</div> <div>2. Apron, gloves and Face masks to be worn if 2m social distancing is not possible</div> <div>3. If CPR is required on an adult, attempt compression only CPR until ambulance arrives</div> <div>4. If CPR is required on a child, use a resuscitation face shield (if available) to perform mouth to mouth ventilation in asphyxia arrest</div> <div>5. Dispose of al waste safely using appropriate bin in adult disabled toilet</div> <div>Email sent to all staff members:</div> <div><u>First Aid in school:</u></div> <div><div><div>All Groups have a first aid bag that contains wet wipes and plasters. This bag goes out every break time with the group and is placed in a communal area. If a child falls and grazes, then they can help themselves to the resources.</div></div></div> <div><u>More than a graze and needing further assistance:</u></div>			

- If the child is able to walk then ask them to move to a comfortable place as long as this does not cause further injury to themselves. TA to report this incident to Mrs Morris / SLT.
- * Mrs Morris / SLT will adorn PPE as follows: **Apron, Gloves, Mask and Shield. REGARDLESS of injury or sickness!**
- Mrs Morris / SLT to administer first aid to sick child and record and inform parents as normal.

Child needs Ambulance or A&E assistance:

- Child stays where they are and made comfortable and safe. Ref: first aid recovery position if applicable.
- An adult takes the rest of the children away from the situation (preferably inside- if possible).
- Alarm raised to SLT and Mrs Morris. SLT ring 999 + parent
- * Mrs Morris supports injured child and adorns at least shield and gloves to support child. (Depending on the timings and emergency).
- SLT joins Mrs Morris once 999 & parent are called.

*If Mrs Morris is not on duty, then SLT will take the role of Mrs Morris and another adult will be instructed to make the call to 999.

PPE equipment will be situated in the entrance corridor, above the colourful boxes (opposite the office door). **These PPE resources are for everyone's use,** if the need arises - NOT just the above people.

Remaining level of risk		Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE	

Hazard Identified

Risk of infection due to lack of cleaning resulting in indirect transmission of the virus

Existing level of risk	Consider current level of risk
-------------------------------	--------------------------------

HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<div>1. All surfaces, handles, toilets and shared equipment will be cleaned x3 each day using sterilisation solution</div> <div>2. Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission</div> <div>3. Soft furnishings and soft / cloth toys will be removed from use in classrooms</div> <div>4. Cleaners to return to work before the school re-opens</div> <div>5. Additional cleaning of surfaces prior to opening (deep clean already occurred prior to school closing)</div> <div>6. All H&S compliance checks to be undertaken before opening – fire alarm, emergency lighting, fridge/freezer temps, water hygiene and the systems flushed</div> <div>7. Thorough cleaning of rooms used at the end of the day</div> <div>8. Children place work packs and plastic work folder onto their chair at the end of the day, so that their desk and top / back of chairs can be cleaned thoroughly. This reduces the risk to staff of touching the children’s folders.</div>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Hazard Identified			
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<div>1. Those who are clinically extremely vulnerable (those who have received a letter from Government or clinician) or living with someone who is clinically extremely vulnerable are to work from home</div> <div>2. Those who are clinically vulnerable – those strongly advised to social distance in the original guidance are to work at home or work in school adhering to strict 2 metre social distancing from colleagues and children.</div>			

3. Those living with those that are clinically vulnerable can attend school and work with children or adults adhering to this and other re-opening risk assessments.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Name of assessor	Signature of assessor	Date

OVERALL level of risk		Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE	
Assessor's comments		Insert comments relevant to findings as appropriate		
Headteacher's comments		Insert comments relevant to assessment as appropriate		

1st June staff de-brief 3:30pm: What works well:

- Timings across the day has worked well. There have been no clashes with groups along the corridor or when going out or returning from break time.
- Size of groups are manageable and work well.
- Antibac stations are being used appropriately by children and staff
- Cleaning down of tables and resources works well with having the additional adult to oversee this part of the daily routine.
- Additional adult in the class supports the children and any errands or small group activities required (obviously adhering to the 2m ruling).
- Pupils' work packs are working well and limits the risk.
- 2m distancing by the children is being adhered to by all when moving around and outside the school.

What needs fine tuning:

- Plastic folders in place to store the children's work.
- Children's resources are check and replenished e.g. pencils etc.
- Children place work packs and plastic work folder onto their chair at the end of the day, so that their desk and top / back of chairs can be cleaned thoroughly. This reduces the risk to staff of touching the children's folders.
- 2 x Parents need reminding of the one-way system when collecting their child from school – text message sent out with details of one way route.

Adaptations to Risk Assessment Wednesday 3rd June 2020:

- **Risk of virus transmission whilst administering first aid Section: Additional comments placed in the risk assessment regarding First Aid measures.**
- **Emotional Distress of children's section: Children walking onto the school site needing parental reassurance**

Name of manager	Signature of manager	Date
Louise Bennett		16.05.20

Risk assessment reviews	Set future review dates & sign/comment upon completion <i>Reviewed with staff wk beg: 18.05.20</i> 1.06.20; 3.06.20; 5.06.20; 8.06.20 <i>Circulate to Governors & CBAT wk beg: 18.05.20; 1.06.20; 8.06.20</i>
--------------------------------	--