

COVID-19: Operational risk assessment for full school reopening in Autumn 2020

Who can be harmed: Staff, Children, Visitors

Completed by: SLT

Date: 08/03/2021

Review date: Ongoing

Circulated to: Staff and Trustees

Date shared with staff:

OVERALL LEVEL RISK: HIGH

RISK LEVEL WITH CONTROL MEASURES IN PLACE: LOW

We can put all the possible hygiene controls in place as per the Govt, LA and Union guidance but the virus still remains a risk. There are still too many factors that are unknown to us about the virus and the science behind it.

List all the Hazards relating to this task	Risk Rating to Prior Action (H/M/L)	Controls measures	Date put in place	Details of how achieved (Evidence required)
Lack of social distancing in the classroom resulting in direct transmission of the virus	H	<ol style="list-style-type: none"> 1. Children to stay within their year group class and not mix with other children from other year groups e.g. on the playground 2. Children wash hands at regular intervals throughout the day e.g. coming in, going out to and coming in from break and lunch etc 3. Hygienic use of tissues to catch a cough or sneeze 4. Remove excess furniture to increase space if space to do so. 5. Where possible, children to sit at forward facing desks. 6. Children with SEND/Vulnerable children supported by their 'usual' adult where possible, and may need to use additional spaces throughout the school. 	Sep 2020	<p>Letter to parents (July 2020 and August 2020)</p> <p>Staff update at Inset 03/09/2020</p>

		<ol style="list-style-type: none"> 7. If child with SEND/Vulnerable child not able/likely to manage entire school day, can offer more of a phased return/shorter day initially, in liaison with parent/carers and HTs. 8. Social distancing plan created for and with the children – (Include instructions how to line up, use of toilet, moving around the classroom, going to cloakroom etc.) as part of the class charter work on the first day back. 9. Marked strip in each classroom that children should not enter when teacher is teaching (particularly pertinent for PPA staff) 10. New class charters created and modelled which are linked to school behaviour system. These will include usual expectations as well as links to COVID strategies. 11. Feedback – marking only what will move the learning forward. Verbal and visual where possible, using large whiteboard and interactive whiteboard not close interaction, peers/staff clapping, thumbs up etc... 12. Supply and specialist staff to consider the use of stamps and post it notes for marking and acknowledging work. 13. Year group assemblies to be held by zoom. 14. Teacher and support staff to maintain social distancing between themselves and, where possible, with the children. 15. All teachers will keep their desks clear and will clean station before another teacher teaches from their room. Specialist teachers will clean the station before they leave that room. 16. Where possible, children to use the same desk and/or carpet space. 		
--	--	---	--	--

		<ol style="list-style-type: none">17. No singing in classrooms if more than 15 children who are not socially distanced. Singing may resume in the music studio where markers have been placed to enable social distancing and children facing back to back. The windows and doors need to be open for ventilation.18. Teacher is assigned to their class and will stay with these children throughout the day.19. TAs/support staff will need to move between classes to support children but must maintain social distancing as much as possible with staff members.20. Children stay together in their group for the majority of the day, inside and outside, for learning and breaks.21. Bags, coats and lunchboxes kept in children's cloakrooms and returned there after use. Where bubbles will become mixed in cloakrooms (y4), children to have coats and bags on the back of chairs. Children will have belongings on backs of chairs on PPA afternoons.22. Parents/carers and lunch provider encouraged to provide packed lunch that is easy to open and handle by the children.23. Children to wear PE kits on PE days.24. PE lessons will be focussed on skills that do not require the children to make contact with one another. 'Match' type activities will not be played in lessons.25. PE lessons will be outside as a priority first but will be allowed in the hall for lessons such as dance where social distancing can be encouraged and maintained and equipment use will be minimal. Where the hall is used, doors and windows will be open and all equipment will		
--	--	---	--	--

		<p>be cleaned between lessons.</p> <p>26. Children to wear full school uniform following the uniform policy on all days when they do not have PE. Uniforms do not need to be cleaned any more often than usual. All long hair to be tied back.</p> <p>27. Wherever possible, we will use an in-house supply teacher who is aware of our school risk assessment</p> <p>28. Teachers will be offered the choice to wear a visor – this may be particularly pertinent for PPA and specialist staff</p> <p>29. Teachers to be encouraged to take the vaccine once they are offered it.</p>		
<p>Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus</p>	H	<ol style="list-style-type: none"> 1. Hand washing after using toilet – staff to remind children of this each day and when sending them to the toilet. LSA to monitor and oversee. Children with SEND/Vulnerable children to be supervised when going to/from toilet. 2. Hand washing will take place after entering school, before and after break and lunch, before and after going to the toilet and before home as a minimum. 3. Ensure handwashing posters at child's eye-line next to the sinks 4. Premises Officer to check soap dispensers full at the start of each day, and report shortage of soap to SBM in good time. 5. Parents/Carers reminded to go over hand washing before their child attends school. 6. Extra signs in toilet re washing hands. 7. Wedges for the toilet external toilet doors if not fire doors. 	Sep 2020	<p>Letter to parents (July 2020 and August 2020)</p> <p>Staff update at Inset 03/09/2020</p>

		<ol style="list-style-type: none"> 8. Extra soap ordered before reopening to ensure we do not run out. 9. Children reminded throughout day to use tissue if sneeze/cough, and wash hands immediately with soap. All classrooms to have tissue supplies in them. 10. Bins to be emptied at the end of each day. 11. Hand gel and antibac wipes available in all classrooms and shared areas, and SBM to ensure good stock. 12. Toilets / sinks etc to be sprayed regularly 		
<p>Lack of social distancing waiting to enter classroom in morning resulting in direct transmission of the virus</p>	H	<ol style="list-style-type: none"> 1. Staggered start times and clear direction to parents that they should not enter the school site 2. Children to only enter at their allocated time through their allocated gate. 2 classes through the gate on the left and 2 through the gate on the right and in through the gate by the music studio. 3. Two members of staff on duty at the start of day with a clip board with pink slips to ensure that any queries by parents are answered swiftly. Parents asked to communicate via email where possible. 4. Instructions shared re social distancing between families in the morning with parents and children on arrival by Teacher/TAs but also communicated in the letter to all parents. 5. Children with SEND/Vulnerable children to be met by supporting adult at school gate, to welcome/support child if necessary. 6. Staggered drop off times for different year groups and parents/carers told not to arrive too early, or to 'gather' at main gate. 7. Staff to remind parents/carers to keep 2m back from 	Sep 2020	<p>Letter to parents (July 2020 and August 2020)</p> <p>Staff update at Inset 03/09/2020</p>

		<p>them at the start/end of the day (remembering that they too may be anxious/worried/and have to learn our new routines) when they welcome the children/parents back to school.</p> <ol style="list-style-type: none"> 8. Parents will meet children outside of the school gates in their allocated 10 minutes slot. Staff to remind children and parents to leave the school site punctually through a letter. 9. Only one adult to drop off or pick up. 10. Parents will be responsible for their own social distancing and will be reminded to keep children close to them at all times. 11. Parents will be asked not to congregate outside of the school, but collect their children quickly and then leave the area to ensure maximum social distancing. 12. Parents will be asked to communicate with staff via the office email or phone rather than face to face 		
<p>Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus</p>	H	<ol style="list-style-type: none"> 1. Staggered break and lunchtimes to allow for only one year group to be outside on the playground at a time. 2. Playground zones to enable distancing between year class groups. 3. Reduced playtime equipment –only use playtime equipment that has been allocated to each class. 4. Staff supervision throughout – First Aid to be managed, where possible, by a member of staff from that child’s class. 5. Children with SEND/Vulnerable children to be closely supervised by their staff member. 6. LSAs to cover their class for lunch where possible. 7. Children practice walking 2 metres apart if they are with 	Sep 2020	<p>Letter to parents (July 2020 and August 2020)</p> <p>Staff update at Inset 03/09/2020</p>

		a child not from their class – always modelled by staff e.g. if going to an intervention		
Lack of social distancing when eating lunch resulting in direct transmission of the virus	H	<ol style="list-style-type: none"> 1. Children eat in their classrooms on their allocated table. 2. Children to be closely supervised washing their hands with soap before eating and drinking. 3. Packed lunches to be kept in the cloakroom or under their seat and put back there once used. 4. Parents/carers and meal providers encouraged to provide lunch/drinks that children can open/manage themselves. 5. Children encouraged to take their own empty lunch packaging/leftover lunch/drink home with them in their own lunchbox (and not put in school bins). 6. Children with SEND/Vulnerable children to be closely supervised by their member of staff, to ensure / celebrate following routines, assist with opening lunch / drinks if needed (washing hands before and after). 7. Children who receive FSM will have their lunch collected by the bubble/super bubble LSA 		

<p>Lack of social distancing in the corridors resulting in direct transmission of the virus</p>	<p>H</p>	<ol style="list-style-type: none"> 1. Children staying in their classroom and accessing outside from classroom door. Staff to hold door open/push open/shut or door to be propped open where possible. 2. Door stops to be used so that internal communal doors can be left open where possible. 3. Limit the number of children going to toilet at one time through having planned toilet breaks from each class and follow the agreed rules. 4. Children with SEND/vulnerable children to be supervised walking to/from toilet by their member of staff if necessary. 5. Messages to office via email from school computers or internal phones wherever possible to limit travel around the school 6. Staff ensure and celebrate 2 metres at all times for children, and themselves. This does not apply to children in each class, only when moving around the school and mixing with others. 7. When moving class around the school, ensure that contact with other classes is limited. Celebrate social distancing in this instance. 8. Maths to be taught in class rather than sets to minimise movement around the corridors and keep children in their bubbles 	<p>Sep 2020</p>	<p>Letter to parents (July 2020 and August 2020)</p> <p>Staff update at Inset 03/09/2020</p>
--	----------	--	-----------------	--

<p>Lack of social distancing in the layby before and after school resulting in direct transmission of the virus</p>	<p>H</p>	<ol style="list-style-type: none"> 1. Staggered starts and ends to days 2. Communication to parents about standing socially distanced before school starts 3. Reminder communication about standing socially distanced on the day that school starts 4. Communication about parking further away from school to avoid traffic congestion 5. Parents to be told to wear face coverings and reminded regularly 6. Teachers to only communicate with parents at drop off and pick-ups if it is urgent. In these cases, a distance of more than 2 meters must be adhered to. 7. Parents reminded to socially distance outside of school (expectations to apply to staff as well) 	<p>Sep 2020</p>	<p>Letter to parents (July 2020 and August 2020)</p> <p>Reminder sent 07.09.2020</p> <p>Regular reminders sent throughout autumn term</p>
<p>Contact of shared resources resulting in indirect transmission of the virus</p>	<p>H</p>	<ol style="list-style-type: none"> 1. Children to bring in their own pencil cases and limit sharing the resources in them with others in their class. 2. All pencil cases are to be kept in children's trays and stay in school. 3. Any shared resources to be wiped over by staff using antibac wipes, sterilising fluid and/or soap and water provided by the school in that room at end of each day. 4. Cleaning products will be available for resources to be cleaned. 5. Shared books and games within each class should be cleaned regularly. 6. Resources that are shared between classes should be cleaned frequently and meticulously and always between classes, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) 	<p>Sep 2020</p>	<p>Letter to parents (July 2020 and August 2020)</p> <p>Staff update at Inset3/09/2020</p>

		<p>between use by different classes.</p> <ol style="list-style-type: none"> 7. Tables, door handles and other surfaces cleaned every night by cleaners, and their work directed/monitored by supervisors. 8. Children encouraged to wash hands regularly throughout the day and definitely they have travelled to another part of the school. 9. Soft furnishings and toys to be removed from each classroom if they are not necessarily enhancing learning. 10. Reading books can be used in the classroom but will need to be rotated so that they are left for 72 hours before given to another child. Avoid mixing between other classes. 11. Computers in the IT suite to be wiped down using antibac wipes after each IT lesson 12. IT lessons have been planned to allow time to clean and for the class to evacuate before another class arrives. 		
<p>Lack of social distancing PE resulting in indirect transmission of the virus</p>	H	<ol style="list-style-type: none"> 1. The hall will only be used for dance (Y4 externally led lessons) and table tennis where equipment sharing is minimised and children are not working in close contact with others in an 'out of breadth state. 2. All other lessons will be outside and only lessons where equipment can be cleaned regularly will be used i.e. netballs and footballs 3. Wet PE lessons will be classed based and will not involve energetic movement, healthy living and tactical activities will be planned instead 4. Pupils will not change in school for PE, avoiding the need for bubbles to mix when changing. 	Sep 2020	<p>Letter to parents (July 2020 and August 2020)</p> <p>Staff update at Inset3/09/2020 Staff informed</p>

<p>Lack of social distancing PE resulting in indirect transmission of the virus</p>	<p>H</p>	<ol style="list-style-type: none"> 1. Clubs will be run in year group super bubbles only 2. Activities will be planned so that children from different classes can be socially distanced 3. Clubs will only be run on PPA days to avoid the need to get changed 4. Equipment use will be minimised but any equipment used will be cleaned thoroughly and regularly 5. All PE to be taught outside as a priority but the hall can be used in specific circumstances where the children are socially distanced and the doors and windows are open and equipment is kept to a minimum but that can be cleaned between lessons. 	<p>Sep 2020</p>	<p>Letter to parents (July 2020 and August 2020)</p> <p>Staff update at Inset 3/09/2020</p>
<p>Emotional distress of the children</p>	<p>H</p>	<ol style="list-style-type: none"> 1. Children to have class teacher and LSA in the first instance. 2. Children back with their normal classes to support their emotional needs. 3. Social distancing not essential whilst children are in their classes enabling them to receive support from their peers. 4. T to encourage 2 metre social distancing with LSA but acknowledge that for distress or discomfort this is may not be possible. 5. Emotional mental health and well-being activities to be delivered to support children's well-being before slowly increasing the cognitive load. Teacher's to judge when their classes are ready. 6. All staff to make time to speak to children individually, so that any concerns or disclosures can be made. 7. If individual children struggle with the return to school, then HTs can liaise with parent/carer about additional 	<p>Sep 2020</p>	<p>Letter to parents (July 2020 and August 2020)</p> <p>Staff update at Inset 03/09/2020</p>

		support in school and, possibly, at home. Reassurances should be provided of the measures in place to reduce the risk in school.		
Emotional distress of the staff – including anxiety	H	<ol style="list-style-type: none"> 1. Inclusion in risk assessment process – input into hazard identification and control measures. 2. Staff encouraged to share their anxieties and concerns with YL, AHT and/or DHT/HT 3. Trustees to support staff wellbeing, especially of SLT. 4. HT/SLT to ensure all staff are aware that their well-being is a priority. 5. Staff reminded by HT/SLT of support available via Education Support re their own well-being – reminder re-education support phone number displayed in staff room. 6. Review times planned in for staff to share concerns, what’s going well and what needs addressing. 7. Risk assessments reviewed after day one, week one and weekly after that – this is very flexible. 8. All parent contact via phone/email and messages at drop off times. 9. Designated “staff areas” such as staffroom, spaced out furniture for social distancing, staggered break and lunchtimes and make use of outside spaces. 10. All staff training to be held remotely to ensure SD measures can be upheld 		

		<ol style="list-style-type: none"> 11. Extremely vulnerable staff (Shielding) to return to work as long as they maintain social distancing. 12. HT to keep Trustees informed of staff well-being, and this to remain high priority in Trustee meetings. 13. RA to be updated regularly in light of new information, evidence or guidance 		
<p>Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus</p>	H	<ol style="list-style-type: none"> 1. Physical restraint only used as a last option/if child putting themselves or others in danger. 2. Staff to wash their hands with soap after physical contact. 3. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk. 4. Wellbeing of staff and the children to be reviewed very regularly. 	Sep 2020	<p>Letter to parents (July 2020 and August 2020)</p> <p>Staff update at Inset 03/09/2020</p>
<p>Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus (Repeated from above on pg. 4)</p>	H	<ol style="list-style-type: none"> 1. Extra hand washing soap available in each classroom. 2. Children hand wash on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze. 3. Washing hands posters in all washing areas. 4. Reminders how to wash hands properly – videos, posters and songs. 5. Hand gel dispenser in all classrooms and in high touch points around the reception area. 6. Hand gel ordered in large quantities. 	Sep 2020	<p>Letter to parents (July 2020 and August 2020)</p> <p>Staff update at Inset 03/09/2020</p>

<p>Risk of infection due to lack of cleaning resulting in indirect transmission of the virus</p>	<p>H</p>	<ol style="list-style-type: none"> 1. Deep cleaning of all school and classrooms before re-opening. 2. All surfaces, handles, toilets cleaned daily by cleaners. 3. Staff to clean the shared equipment they have used in their classroom e.g. keyboards, phones, mouse, taps, first aid kits, cupboard door handles etc...) using antibac wipes/products, and gloves provided by school. This is to happen routinely to enable PPA and specialist staff to teach their sessions. 4. As detailed above shared resources used by children to be wiped down using anti bac/gloves by staff/cleaners. 5. Some resources will be rotated and left to de-contaminate for 48 to 72 hours days after being used. 6. Soft furnishings and soft / cloth toys will be removed from use in classrooms by staff at the start of the reopening if they are not enhancing educational learning. 7. Staff encouraged to wipe down their personal belongings before leaving site, with antibac wipes e.g. mobile phones/badges/keys, and leave what they can at home/in their car, or in school. 	<p>Sep 2020</p>	<p>Letter to parents (July 2020 and August 2020)</p> <p>Staff update at Inset 03/09/2020</p>
<p>Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus</p>	<p>H</p>	<ol style="list-style-type: none"> 1. Those who are clinically extremely vulnerable (those who have received a letter from Government or clinician) to adhere to strict social distancing from colleagues and children. 2. 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. SLT to frequently remind all staff of their responsibility 	<p>Sep 2020</p>	<p>Letter to parents (July 2020 and August 2020)</p> <p>Staff update at Inset 03/09/2020</p>

		<p>to follow the control measures on this risk assessment</p> <p>3. Individual RA to be completed on an individual basis.</p>		
Risk of infection due to administering first aid or intimate care	H	<ol style="list-style-type: none"> 1. Gloves, aprons and masks to be provided to staff to wear when administering first aid/ intimate care if child has COVID-19 symptoms. 2. Staff reminded to wash hands and follow basic hygiene procedures as necessary 3. Children to help with as much first aid as possible themselves e.g. hold ice pack, sick bucket. 4. Ensure each class has a complete first aid kit. 5. Ice packs to be sterilised after use. 6. First aid to be recorded on a sheet in each class to limit number of people handling first aid book/ipad etc. 	Sep 2020	<p>Letter to parents (July 2020 and August 2020)</p> <p>Staff update at Inset 03/09/2020</p>
Risk of infection due to dealing with child who has symptoms of COVID 19	H	<ol style="list-style-type: none"> 1. Child to be taken to medical office as soon as possible and isolated. Windows and outside door to be opened immediately. 2. Staff to use PPE when administering first aid/ intimate care e.g. coming within a 2m distance. 3. Parents/Carers to be rung immediately so that they can collect child. 4. Details of how to get test to be given to parent. Small number of home testing kits in school and these can be given directly to parents/carers. Instructions included with them. 5. Test to be done ASAP and within 5 days. 6. No return until test results. 7. If the test is a positive result, school should contact the local health protection team. 8. Child to isolate for 10 days (as opposed to the previous recommendation of 7) 		

		<ol style="list-style-type: none"> 9. Health protection team to carry out a rapid risk assessment to confirm who has been in close contact with the child during the period they were infectious. The health protection team will then provide definitive advice on who must be sent home. 10. Infographic to be given to all staff and families of process to follow. 11. Rest of school staff to be informed and be vigilant for possible symptoms but do not need to self-isolate unless have symptoms. 		
Lack of social distancing in the office due to visitors / deliveries		<ol style="list-style-type: none"> 1. Parents encouraged to use email and phone to communicate with office, or to send messages via member of staff at drop off/pick up. 2. Only essential visitors will be granted permission to enter the building. 3. Parent communication will be over the email, phone and Zoom. PPE such as face coverings to be considered if face to face parent meetings are essential because other forms of communication are not appropriate. 4. Internal intercom to be used for all visitors arriving at front door. Conversations to be held via intercom. 5. Deliveries to be scheduled with premises officer whenever possible. Items and deliveries to be left outside front door, to be collected by office staff or premises officer when coast is clear. 6. Milk and fruit delivery to be left at front door 	Sep 2020	<p>Letter to parents (July 2020 and August 2020)</p> <p>Staff update at Inset 03/09/2020</p>
Lack of social distancing in the office due to staff /		<ol style="list-style-type: none"> 1. Staff to use internal email or phone system to communicate with office whenever possible. 2. First aid to take place in classrooms unless it necessitates intervention. If first aid is administered in 	Sep 2020	<p>Letter to parents (July 2020 and August 2020)</p> <p>Staff update at Inset 03/09/2020</p>

<p>pupils visiting</p>		<p>office, PPE to be worn and items disposed of in yellow bin.</p> <ol style="list-style-type: none"> 3. Additional first aid kits to be supplied to classrooms along with clipboards for recording incidents 4. Good ventilation to be maintained through open windows. 5. Registers to be taken on Sims in classroom and checked in the office 		
<p>Risk of infection for office staff due to sharing of equipment</p>		<ol style="list-style-type: none"> 1. Workstations to be allocated and not shared. Each office employee to use their own computer and keyboard which should be wiped down before and after use. 2. No sharing of pens or other equipment. Staff to bring in and take home each day. 3. Phones need to be sterilised at the start and end of each day and limited use to one member of staff. Messages can be left on office phone to be collected rather than multiple people answering. 4. Allocation of tasks to be as specific as possible to avoid sharing of files etc. 5. Office area to be cleaned every night and deep cleaned on a Friday. 6. Keys – all cupboards should be kept open wherever possible to avoid the need for keys to be handled. Premises officer to keep his own set of keys on his person at all times. 	<p>Sep 2020</p>	<p>Letter to parents (July 2020 and August 2020)</p> <p>Staff update at Inset 03/09/2020</p>