

Northleach CE Primary School RISK ASSESSMENT

Task being undertaken:- Re – opening of school following COVID-19 for all pupils September 2020 – Phase C

Occupations:- Staff, pupils and visitors to the school

Any vulnerable persons particularly at risk:- Children, Vulnerable staff who are now expected to attend.

Date of assessment:- 4/09/20

Activity	Potential Hazards	Control Measures	Degree of Risk			Additional Action Required/Comment	Degree of Risk		
			With Existing Control Measures				With Additional Control Measures		
			L'hood of transmission	Severity	Total		L'hood	Severity	Total
Classes kept apart	Transmission of disease	<p>Classes are to be kept separate in each year group with no mixing as much as possible.</p> <p>No assemblies or mixed year groups to be taught (except limited Wrap Around children who will socially distance).</p> <p>Teachers and Teaching Assistants to keep to the same class as much as possible. Teachers who move from class to class to adhere to social distancing where possible.</p> <p>Clubs, school council, worship committee, etc not to take place except Multisports club after school which must only be outside.</p>	3	4	12	<p>Assurance from parents required that family and child are well prior to arrival at school</p> <p>Strict hand washing in class</p> <p>Minimize contact with other groups of children / staff</p>	2	4	8

Access and egress to school:	<p>Gate areas become congested at start and end of day causing transmission</p> <p>Stranger and visitors unknown transmission</p>		3	4	12	<p>Stagger open times (2 entrances and 2 playground areas) Y5/6 use pool gate YR/1/2 use side gate. Y3/4 to use main gate. Children spilt alphabetically into three groups A start 8:45 finish 3:05 B start 8:50 finish 3:10 C start 8:55 finish 3:15</p> <p>Parents not to enter the playground and asked not to loiter in the carpark.</p>	2	4	8
			2	4	8	<p>Visitors asked to go no further than reception unless visit is necessary (social workers, etc) then to use School House and access building from the outside so they have no contact with children. Visitors that have to access the building to wear face masks.</p>	2	4	8

Lesson times – During Social Distancing	Transmission	<p>KS2 classes set up in rows with gaps between seated places where possible, EYFS and Y1/2 in small groups.</p> <p>KS2 - Strict class etiquette and rules observed inc. walking around room / sharing equipment</p> <p>Wipes and cleaning materials available at all times</p> <p>Hands washed every time enter / leave classroom</p> <p>Strict monitoring of health of pupils and staff – any signs of illness then parents asked to collect / child isolated</p> <p>As much as possible children have own work sets (pencil / rubber / ruler / calculator / angle indicator / whiteboard and pen / loose leaf pad)</p>	2	4	8	<p>Rec and Y1/2 – limit to 4/5 per table</p> <p>Rec and Y1/2 limit to resources</p> <p>All children outdoor learning whenever possible</p> <p>Teachers can handle children’s books and children’s work within that class bubble, photocopying to be kept to a minimum.</p>	2	4	8
Increased cleaning system/ventilation	Transmission via surfaces / doors	<p>Regular cleaning – door handles and wood / pinch points / Toilets</p> <p>One in one out system at all times for using toilets.</p>	2	4	8	<p>Shared spaced to be divided into class responsibilities. Office to clean reception space and classes to clean toilets they use and corridor space outside classroom.</p>			

Recreation times	Toilets	Reception use own toilets one to be put out of use. Y3 use School House toilets Y4 use Y3 corridor toilets Y1/2 use side toilets. Y5/6 use Elliot toilets.	2	4	8				
	Ventilation	Staff to open windows and doors upon arrival and for them to remain open as much as possible through the day.							
	Cleaning through the day	Hand sanitiser and sanisting spray to be to be available in every classroom and working area. Shared resources such as laptops to be cleaned with alcohol wipes between use.							
	Playtimes	Specific area per bubble. (social distancing will be inevitably fail but children will be encouraged to play games that enable social distancing).	2	4	8				

End of Day	Home times lead to over- crowding at gates	<p>Lunch play limited to 30 minutes max and class areas defined.</p> <p>Afternoon playtime of 15 min for R/1/2</p> <p>Children have bubble set of play equipment they can choose from.</p> <p>Gates open at 3:05</p> <p>Children dismissed from 3:05 - At the end of day Year groups will dismiss at 5 minute intervals to one parent in the playground at and at 2m distancing.</p> <p>No clubs except WrapAround and Multisports.</p>	3	4	12	<p>R/1 to take turns on KS1 playgrounds/garden.</p> <p>Y5/6 and Y3/4 to stagger playtimes.</p> <p>A start 8:45 finish 3:05 B start 8:50 finish 3:10 C start 8:55 finish 3:15</p> <p>Reception/Y1/2 dismissed from by the steps, Y5/6 from pool gate entrance or walk down to the playground, Year 3 from Year 3 door, Y4 from main entrance then meet parents on the playground.</p>			
Wrap Around	Mixing of bubbles	<p>No more than 8 children allowed to attend Wrap Around care. Children who are not siblings to adhere to social distancing. Areas and items used by children to be cleaned after each session. Outside area to be used whenever possible. Children must be booked in to attend so numbers can be controlled.</p>	3	4	12				

Lunchtime if needed	Eating and food contamination	R/KS1 children to eat in classrooms on own tables. Eat outside if they can. Y3/4 to eat in hall from 12 – 12:20, tables then cleaned for Y5/6 to eat 12:30-12:50, year groups to socially distance in hall.	2	4	8	Picnic when the weather permits			
	Playtime	MDSA/TA each assigned to one class or bubble every day. Y3/4 and Y5/6 to form bubbles Two groups to be in sight of each other at all times in case of First Aid, etc. Two adults, MDSA / Teacher on duty outside at all times. Children can choose from limited equipment assigned to each class or bubble.				YR/1/2 to take turns on upper playground/garden. Y3/4 and Y5/6 to stagger times on lower playground which will be split in half. One year group a day on trim trail. Y3/4 from 12:20-12:45. Y5/6 from 12:45 – 1:15.			
Staff specific	Office staff close contact	Use of glass screen to limit exposure No more than 3 members of staff in the admin room Visitors are signed in by office staff.	3	4	12		2	4	8
	Staff room – pinch point for staff	No more than 6 at a time – own mug/lunch	3	4	12				

	Staff not socially distancing or adhering to rules.	and wash hands before and after entering staffroom. Use School House as additional space for staff room at lunchtimes, ensure spaces used are cleaned after use. Staff who fail to socially distance or follow the risk assessment should be reported to their line manager who will remind them of the rules and the reasons why. Deliberate and continual failure to follow the guidance on the risk assessment may lead to disciplinary action.	3	4	12	Staff work together collaboratively to remind each other of rules.			
First Aid	First Aid	All guidance from the DfE regarding first Aid will be rigorously adhered to regarding PPE and administering first aid and dealing with children/adults who are ill and possibly displaying Covid-19 symptoms.	3	4	12				
Other	School Uniform	PE kits and school uniform to be worn as normal.	2	4	8				
	Equipment	Reading books, book bags and lunches to be bought in as normal. No unnecessary items to be bought into school.							

	Preventing virus transmission rules.	Children to keep own equipment as much as possible.								
	Bins	Children to be reminded regularly regarding handwashing, social distancing, sharing equipment and general hygiene, face touching, etc. Bin covers to be removed to prevent touching. Separate bin to be used for tissues and any materials that touch the body, so each class has two bins								
	Face masks	Staff and children who wish to use facemasks in school can do so but there is no requirement to wear them at this time.								
	Emergency procedures.	There will be a fire drill in the first full week back for children to practice evacuation.								

Assessor's details

Name:-	K Williams	Job title:-	Headteacher	Signature and date:-	19/5/20 Updated 4/9/20
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Manager's acceptance

Manager's name:-	A Shaw	Job title:-	CoG	Signature and date:-	21/05/20
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<i>Likelihood (L'hood)</i>	<i>Severity</i>
1. Very unlikely	1. Very minor injury (minor cuts/grazes. Very limited property damage/loss

Risk Ranking

2. Unlikely	2. More serious injury <3 days off work/incapacity (sprains, more serious cuts, bruising. Injury needing medical attention. Slight property damage/loss.
3. Likely	3. RIDDOR reportable (to HSE) injury/sickness (except fatality). More than 3 days off school. Significant property damage/loss.
4. Very likely	4. RIDDOR reportable (to HSE) injury/sickness affecting more than one person (possible fatality). Major property damage/loss.
5.. Certain	5. Single or multiple staff fatality. Catastrophic property damage/mass loss of life

1- 5	Low Risk
6-15	Medium Risk
16-25	High Risk

	1	2	3	4	5	Severity
1	1	2	3	4	5	
2	2	4	6	8	10	
3	3	6	9	12	15	
4	4	8	12	16	20	
5	5	10	15	20	25	
	Likelihood					