

## Return to school risk assessment

School:	St Mary's Church of England Primary School	Assessment Date:	19/05/2020	Completed by:	C Lampert
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**THIS MODEL RISK ASSESSMENT NEEDS TO BE UPDATED REGULARLY IN ACCORDANCE WITH GOVERNMENT ADVICE.**

**IT SHOULD SUPPLEMENT ANY EXISTING RISK ASSESSMENTS IN EDUCATIONAL SETTINGS.**

**IT IS NOT A GENERIC RISK ASSESSMENT THAT JUST APPLIES TO EVERY SETTING. IT IS IMPORTANT THAT HEADTEACHERS/MANAGERS GO THROUGH AND ADAPT THE RISK ASSESSMENT FOR THEIR OWN SCHOOL OR EARLY YEARS SETTING.**

**IT IS STRONGLY RECOMMENDED THAT YOU INVOLVE EMPLOYEES IN THE RISK ASSESSMENT PROCESS. ONCE COMPLETE SHARE THE FINDINGS AND PROVIDE ANY INSTRUCTION NEEDED TO IMPLEMENT MEASURES. LOCAL MONITORING MUST ALSO FOLLOW TO ENSURE MEASURES ARE IMPLEMENTED AND CONTROLLING THE RISKS.**

What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	Action by whom and by when?	Date Completed/ Outcome
Incomplete H&S compliance checks	All attending school	School has ensured all statutory compliance checks are up to date	<ul style="list-style-type: none"> <li>HSE's <a href="#">classroom checklist</a> to be completed</li> </ul>	Head - prior to return	22/05/2020
Contracting Covid 19 virus	All attending school by contracting the virus through: <ul style="list-style-type: none"> <li>contact with an infected person</li> </ul>	Following up to date Government guidance by - <ul style="list-style-type: none"> <li>minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges</li> <li>cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered</li> <li>Reviewing <a href="#">guidance on hand cleaning</a></li> <li>ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments</li> <li>clean hands on arrival at the setting, before and after</li> </ul>	<p>School to issue regular reminders to both staff and pupils</p> <p>Posters to be displayed in line with Government advice</p> <p>Posters on display in all bathrooms, staff briefed</p> <p>Gel ordered and available - handwashing guidance shared with staff and children (Class Promises).</p>	To be added to parent information and included in staff briefings	22/5 + 1/6
				Deanne A/BH	22/5
				Staff 1/6 Pupils on return	1/6

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	<ul style="list-style-type: none"> <li>touching contaminated surfaces</li> </ul>	<p>eating, and after sneezing or coughing</p> <ul style="list-style-type: none"> <li>encourage not to touch their mouth, eyes and nose</li> <li>ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li> <li>minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)</li> <li>Staff aware of access to testing arrangements</li> <li>follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>cleaning frequently touched surfaces often using standard products, such as detergents and bleach.</li> <li>clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal</li> <li>discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this</li> <li>prop doors open during the school day, where safe to do so, consider fire and safeguarding issues, to limit use of door handles and aid ventilation</li> <li>cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered</li> <li>if required, ensuring young pupils have help in cleaning hands thoroughly</li> <li>engaging parents and children in education resources such</li> </ul>	<p>On-going Reviewed daily as part of Class Promises</p> <p><b>Cleaning meeting held 19/5 and GOV.UK documents reviewed. Cleaning ticklist completed in each bubble.</b></p>	<p>Room lead</p> <p>CLto oversee</p> <p>Each bubble lead. BH to check</p>	<p>daily</p> <p>Daily</p>

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		<p>as <a href="#">e-bug</a> and <a href="#">PHE schools resources</a></p> <ul style="list-style-type: none"> <li>• Reduce the use of shared resources: <ul style="list-style-type: none"> <li>○ limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff</li> <li>○ prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently</li> </ul> </li> <li>• washing clothes daily</li> </ul>	<p>Parents informed through letter.</p> <p>Equipment for individual children and bubble arranged.</p>	<p>22/5/20</p> <p>Year group teachers to oversee</p>	<p>1/6/20</p>
<p><b>Class sizes</b></p>	<p><b>All attending school by close contact with pupils/staff and being unable to keep a minimum of 2 meters distance apart</b></p>	<ul style="list-style-type: none"> <li>• Schools to have smaller group/class sizes and minimise contact and mixing, keeping groups away from other groups to reduce transmission risk.</li> <li>• For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage continue to apply</li> <li>• In mainstream schools and college settings the basic principle is that classes should be halved, no more than 15 per group. Normally one teacher should be allocated to a group but if there are any teacher shortages then support staff may be used to lead groups, under the direction of a teacher. Refer to <a href="#">protective measures guidance</a> for more detail</li> <li>• ensure that wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end</li> </ul>	<p><b>Opening plan completed</b></p>	<p><b>CL by 1/6/20</b></p>	<p><b>By 22/5/20</b> - <b>Shared with governors on 19/5/20</b></p>

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		<p>of the day. In schools and colleges, consider seating students at the same desk each day if they attend on consecutive days</p> <ul style="list-style-type: none"> <li>• Desks to be spaced 2 metres apart or as far apart as possible.</li> <li>• refresh the timetable: <ul style="list-style-type: none"> <li>○ decide which lessons or activities will be delivered</li> <li>○ consider which lessons or classroom activities could take place outdoors</li> <li>○ use the timetable and selection of classroom or other learning environment to reduce movement around the school or building</li> <li>○ stagger assembly groups</li> <li>○ stagger break times (including lunch), so that all children are not moving around the school at the same time</li> <li>○ plan parents' drop-off and pick-up protocols that minimise adult to adult contact</li> </ul> </li> <li>• in addition, childcare settings or early years groups in school should: <ul style="list-style-type: none"> <li>○ consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing</li> <li>○ consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously</li> </ul> </li> <li>• remove unnecessary items from classrooms and other learning environments where there is space to store it</li> </ul>			

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		<p>elsewhere</p> <ul style="list-style-type: none"> <li>remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)</li> <li>use outside space for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff</li> </ul>			
Pupils arriving/leaving school at start and end of day	All parents/carers/pupils being dropped off at school or arriving by school transport e.g. buses taxis	<ul style="list-style-type: none"> <li>School will consider how children and young people arrive at the education or childcare setting. See <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a> for further details</li> <li>stagger drop-off and collection times</li> <li>parents and pupils advised of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)</li> <li>access rooms directly from outside where possible</li> <li>if pupil need to be accompanied to the education or childcare setting, only one parent can attend</li> <li>made clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</li> <li>If required, 2m markings by entrance to ensure social distancing and/or display guidance</li> </ul>	Staggered drop-off shared with parents	CL Parents	ongoing
Other visitors including parents/suppliers/contractors arriving at school	All staff, pupils and visitors/contractors	<ul style="list-style-type: none"> <li>Tell visitor not to enter the education or childcare setting if they are displaying any symptoms of coronavirus. Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site</li> <li>Covid-19 posters displayed in reception area</li> <li>Inform any visitor, suppliers, contractors of any infection control procedures on site</li> </ul>	Posters to be displayed	Office staff/CL DA	Ongoing  22/5/20

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		<ul style="list-style-type: none"> <li>• Deliveries arranged at quiet times or before or after school opening/closing.</li> <li>• Agreement from Suppliers of their confirmation and understanding of the new arrangements should ideally be sought</li> </ul>			
Entering and exiting school/classrooms	All staff, pupils, visitors/contractors	<ul style="list-style-type: none"> <li>• access rooms directly from outside where possible</li> <li>• staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time</li> <li>• staggering lunch breaks (see below)</li> </ul>	Share with all staff	CL	1/6/20 Ongoing
Large gatherings in school hall/dining area/internal and external sports facilities	All staff, pupils, visitors, contractors	<ul style="list-style-type: none"> <li>• Use room/space at half capacity</li> <li>• staggering lunch breaks</li> <li>• children and young people should clean their hands beforehand and enter in the groups they are already in,</li> <li>• groups should be kept apart as much as possible and</li> <li>• tables should be cleaned between each group.</li> <li>• If such measures are not possible, children should be brought their lunch in their classrooms</li> </ul>	Timetable	CL	1/6/20
Using toilets	All staff, pupils, visitors, contractors	<ul style="list-style-type: none"> <li>• ensuring that toilets do not become crowded by limiting the number using them. A 1 in 1 out system and doors labelled.</li> <li>• regular cleaning of area</li> </ul>	Label toilets	Teacher leads	1/6/20
Pupil behaviour	All staff pupils, visitors, contractors	<ul style="list-style-type: none"> <li>• Behaviour policy updated due to the need of pupils to behave differently when they return to school, this includes all new systems put in place due to Covid 19</li> <li>• Communicated changes to pupils, parents and staff.</li> </ul>		CL	
Meeting in staff room and office	All staff, visitors and contractors	<ul style="list-style-type: none"> <li>• Stagger use of rooms to limit occupancy and consider using other rooms to maintain social distancing</li> </ul>		CL	

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Use of play equipment	Staff/Pupils from contaminated surfaces	<ul style="list-style-type: none"> <li>Equipment is cleaned appropriately between each group use</li> <li>multiple groups do not use it simultaneously</li> </ul>	Cleaning Plan to be put in place	CL + cleaners + staff	19/5/20 with cleaners On-going
Poor mental health	Staff/pupils due to concerns over Covid 19 and changes being made in schools	<ul style="list-style-type: none"> <li>Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful</li> <li>Keep staff and pupils informed about changes</li> <li>Situations to be monitored and appropriate actions taken in line with school wellbeing policies for staff and pupils</li> </ul>	Staff to be updated regularly through Whatsapp, email and briefings	CL	1/6/20 - final briefing
Clinically extremely vulnerable pupils and staff	Staff/pupils	<ul style="list-style-type: none"> <li>Parents and staff to follow medical advice if in this category</li> </ul>	Staff status completed	CL	20/5/20
Clinically vulnerable individuals	Staff/pupils	<ul style="list-style-type: none"> <li>Parents and staff to follow medical advice if in this category</li> </ul>	Regular contact with staff and pupils (via SENCO)		
Changes to building use being safe for pupils & staff- e.g. storage, one way systems, floor tape	Staff/pupils by being unfamiliar with new layout of school	<ul style="list-style-type: none"> <li>Risk assessment for changes &amp; monitoring Ensure fire, first aid and other Health &amp; Safety needs are met and that all risk assessments have been updated</li> </ul>	RA completed Fire evacuation practice-week beg. June 8 <sup>th</sup>	CL	
Member of a class becoming unwell with COVID19	Staff/pupils by possible contamination	<ul style="list-style-type: none"> <li>If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. A clear policy of who is responsible for calling NHS 111 for symptomatic children.</li> <li>if direct personal care is required, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant</li> </ul>	Plan for evacuation of pupil with symptoms produced and shared with staff.  PPE available - stored centrally and in EVFS building. Head to be briefed immediately.  Cleaners briefed	CL  Teacher leads  19/5/20	1/6/20

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		<p>surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</p> <ul style="list-style-type: none"> <li>Area to be cleaned in accordance with government guidelines <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> </ul>			
PPE	Staff/pupil by incorrect use or no appropriate PPE available	<ul style="list-style-type: none"> <li>Staff appropriately trained in correct use</li> <li>Adequate supplies maintained</li> </ul>	Cleaners briefed Staff to be briefed	19/5/20 1/6/20	
Legionella	All staff/pupils/visitors/contractors due to legionella bacteria	<ul style="list-style-type: none"> <li>Regular checks and flushing of hot and cold water systems being undertaken in accordance with legionella risk assessment</li> </ul>	22/5/20 check by BAMPT caretakers and training carried out.		
Lack of qualified first aiders	All staff/pupils due to limited access to appropriately qualified staff	<ul style="list-style-type: none"> <li>A first aid risk assessment has been completed to confirm the number of first aiders required on site at one time</li> </ul> <p>For early years, in addition to the above, at least one paediatric qualified first aider is available on site at all times or if this not possible, it is currently acceptable to have a fully qualified first aider (3 day course) or an emergency paediatric first aider (6 hour course)</p>	Majority of staff First Aid trained. 2x Paed Trained staff in EYFS - both in school.		
Catering facilities	No meals produced on site				

Assessment Next Review Date: 1<sup>st</sup> June, 2020

Assessor: Cathie Lampert