

RISK ASSESSMENT FORM

Educational Setting	Spaldwick Community Primary School
Activity / Task	September reopening COVID-19 Risk Management Assessment
Completed by & Date	July 2020
Review Date	September 2020

Significant Hazards	Who might be harmed and how?	Current control measures	What further action is necessary?	Date controls are to be implemented and by whom¹
<p>The virus spreads due to ineffective protective measures and poor hygiene.</p> <p>Prevention</p>	Children, staff and families	<ul style="list-style-type: none"> • All staff use alcohol hand gel when they enter and exit the building • Rigorous approach to handwashing adopted by all: <ul style="list-style-type: none"> ➢ before leaving home ➢ on arrival at school ➢ after using the toilet ➢ after breaks and sporting activities ➢ before food preparation ➢ before eating any food, including snacks ➢ before leaving school • Remove all soft furnishings and soft toys • Good respiratory hygiene is promoted, 'catch it, bin it, kill it' • PPE worn for intimate care and if dealing with a child or member of staff with symptoms 	<ul style="list-style-type: none"> • Additional cleaning during the school day of frequently touched objects and surfaces including: door handles, grab rails, light switches, bathroom facilities. • Sealed bins for each classroom 	<p>September 2020</p> <p>All staff Children Site team</p>
<p>The virus spreads due to a lack of social distancing at the start and end of the day.</p>	Children, staff and families	<ul style="list-style-type: none"> • Communication sent to parents to ensure they understand the importance of punctuality and social distancing • Markings on the playground help parents to use social distancing of 2m • Communication sent to parents so they understand they cannot enter the school premises. • Posters displayed around school direct parents to the correct entrance • SLT presence at drop off and collection times to ensure parents don't congregate on the playground • Staff room numbers limited 	<ul style="list-style-type: none"> • Each year group uses a different entrance <ul style="list-style-type: none"> ➢ Yr R - classroom door ➢ Yr 1/2 - front entrance ➢ Yr 3/4 classroom door ➢ Yr 5/6 – Carpark exit • Staggered lunches for staff to minimise the number of staff room at any one time 	<p>September 2020</p> <p>All staff SLT Families</p>

¹ Record who is responsible for implementing the additional controls and when this action is to be completed by.

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<p>The virus spreads due to a lack of social distancing in school.</p>	<p>Children, staff and families</p>	<ul style="list-style-type: none"> • Each Year group will be allocated a classroom and will not move between spaces in school • Consistent staffing will ensure staff do not cross the classes • 1 Teacher and 1 TA will be allocated to each class • Staff will operate a 'buddy' system to ensure social distancing measure are maintained. • Unnecessary furniture removed • Windows and outside doors will be kept open as much as possible for ventilation • Outside space used as much as possible • Posters are placed on the doors reminding staff not to enter the classes • Use of the bathrooms will be staggered • Staff will monitor the number of children using the bathroom at any one time • Classroom sinks will be used for hand washing • Bathrooms will be cleaned regularly throughout the day. • Children will not move outside of their classroom without an adult • Each class will use their outside door to access other areas of the school (i.e. Hall) • Children will not use the corridor between KS1 & KS2 	<ul style="list-style-type: none"> • Tables set up to ensure all children are facing forward • Children asked to provide a pencil case with everyday essentials • Teachers teach from the front of class and remain standing whenever possible • When supporting children teachers work by the side of the child, not opposite 	<p style="text-align: center;">September 2020</p> <p style="text-align: center;">All staff SLT</p>
<p>Children with EHCPs are unsupported</p>	<p>Children</p>	<ul style="list-style-type: none"> • Allocate a named TA to support all children with EHCPs • Ensure the TA does not work across bubbles and remains in the bubble with the child • Ensure the TA understands the child's needs • Develop social stories to support the child 		<p style="text-align: center;">September 2020</p> <p style="text-align: center;">All staff SENDCo</p>
<p>The virus spreads due to a lack of social distancing during playtimes and lunchtime.</p>	<p>Children, staff and families</p>	<ul style="list-style-type: none"> • Playtimes and lunchtimes staggered • Staff to remind children about social distancing expectations • EYFS use the courtyard • KS1 & KS2 alternate use of the playground and field 	<ul style="list-style-type: none"> • Lunchtime supervisors allocated to each class. • TAs have staggered lunches and support lunchtime supervisors to manage staggered lunches 	<p style="text-align: center;">September 2020</p> <p style="text-align: center;">All staff SLT</p>
<p>Suspected case in school</p>	<p>Children, staff and families</p>	<p>If staff or children become unwell: Call 111 (999 in an emergency)</p> <ul style="list-style-type: none"> • Member of staff will wear PPE provided by the DfE (staff must not use the PPE unless they have watched the safety video and read the instructions) • Call parents (if a child) 	<p>August 2020</p> <ul style="list-style-type: none"> • Follow guidance in the updated Track and Trace guidance issued to schools. 	<p style="text-align: center;">September 2020</p> <p style="text-align: center;">All staff SLT</p>

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		<ul style="list-style-type: none"> Isolate the child or member of staff in the Headteacher's office. Close the doors and open the window for ventilation Advise the isolated person not to touch anything, to use tissues to cover their mouth if they cough or sneeze and dispose of tissues in the bin provided (waste should be double bagged and kept until a diagnosis confirmed) The isolated person uses the accessible toilet All children and staff are notified to maintain a distance of at least two metres from the office and not to use the accessible toilet 		
Positive case in school	Children, staff and families	<ul style="list-style-type: none"> Contact PHE and the LA Implement Track and Trace Contact all staff and children who have been in contact with the person who has received a positive test. Close the class Ask each member of staff to self-isolate for 14 days alongside the people who live in their house If staff, children or families develop symptoms advise them to access a test 		September 2020 All staff SLT Families
Providing safe first aid treatment	Children and staff	<ul style="list-style-type: none"> EYFS class led by a teacher with paediatric first aid training All staff have basic first aid training All classes issued with first aid equipment to manage basic first aid treatment Adults will wear an apron, gloves and a mask when providing intimate care All classes issued with a walkie talkie to call SLT for immediate support in the case of an emergency 	<ul style="list-style-type: none"> Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. Review of the First Aid policy to include consideration of the risk of infection of covid-19. 	September 2020 All staff SLT
Managing intimate care	Children and staff	<ul style="list-style-type: none"> See Intimate Care policy Adults can work alone to provide intimate care in line with the policy Adults will wear an apron, gloves and a mask when providing intimate care 		September 2020 All staff SLT
Children with significant behaviour needs	Children and staff	<ul style="list-style-type: none"> Ensure appropriate staff are available to support the child Ensure the child can access outside provision as much as possible Use proximity to monitor the child whilst ensuring they have space to release anger 	<ul style="list-style-type: none"> School will carry out inductions to inform staff and pupils of the changes. 	September 2020 All staff SLT

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		<ul style="list-style-type: none"> • If the child is struggling in the class and is becoming agitated withdraw other children to an outside space or in an emergency send a message to SLT • If the child is distressed and the safety of the child and others cannot be maintained the child will be sent home. 		
Insufficient staff	Children, staff and families	<ul style="list-style-type: none"> • Minimum staff required is: <ul style="list-style-type: none"> ➢ 1 teacher and 1 TA per class ➢ 4 Lunchtime supervisors ➢ 2 cleaners • 1 member of site staff • If members of staff become ill, classes will close due to lack of staff to cover • If DSLs are unavailable on site, they will make themselves available by phone 	<ul style="list-style-type: none"> • Assessment of availability of staff for all activities during the school day, including break and lunchtimes 	September 2020 All staff SLT
Emotional distress of the children.	Children	<ul style="list-style-type: none"> • Transition sessions will be held on the school field • Teachers will focus on well-being activities, especially during the early days of reopening • Teachers and TAs will provide opportunities for children to talk 1-1 with a trusted adult about their concerns • Teachers will notify SLT if they suspect children are experiencing difficulties so they can identify and offer further support 	<ul style="list-style-type: none"> • On the first day back all children will attend a reverse parent consultation meeting to discuss concerns 	September 2020 All staff SLT
Emotional distress and anxiety of staff.	Staff	<ul style="list-style-type: none"> • SLT will provide the contact details for Employee Assist 		September 2020 All staff SLT
Emotional distress and anxiety of parents.	Parents	<ul style="list-style-type: none"> • SLT will ensure a presence on the playground at drop off and collection time • SLT will communicate frequently with parents using vlogs, letters, newsletter and social media • SLT will signpost parents to external support • SENDCo will offer an EHA for parents who are presenting with difficulties 		September 2020 All staff SLT SENDCo
Fire Safety	All staff	<ul style="list-style-type: none"> • Ensure all emergency escape routes/doors are fully operational and kept clear. • Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point. 	<ul style="list-style-type: none"> • Review if any Personal Emergency Evacuation Plans (PEEPs) need to be put in place. • Review Fire Safety Policy with regards evacuation areas and how this can be achieved with whole school. • Carry out a fire drill 	September 2020 All staff Site team

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Contractors	Admin Staff	<ul style="list-style-type: none"> All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include Covid-19. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. 		
School Transport	Children, staff and families	<ul style="list-style-type: none"> Children will meet in the hall Children will use hand sanitiser upon boarding Children will use social distancing whilst queuing Children will be seated to allow social distancing within vehicles wherever possible 		September 2020 All staff
Extra-curricular activities (coaches, tutors, after school)	Children, staff and families	<ul style="list-style-type: none"> Adults delivering extra-curricular activities will adhere to social distancing expectations at all times. Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate. 	August 2020 <ul style="list-style-type: none"> Music lessons can take place in a room with an open door and side by side teaching Where staff or coaches work in different setting they are expected to change their clothes in between schools. 	September 2020 SLT External Coaches
Further outbreak contingency plan	Children, staff and families	<ul style="list-style-type: none"> In the event of a local outbreak, the PHE health protection team or local authority may advise the school to close When children return, teachers introduce Teams to all children so they understand how to logon, access work and submit work. If the school closure is as a result of possible exposure to Covid-19 teachers will immediately commence virtual lessons. If the school closure is due to a teacher receiving positive Covid-19 test, children will be issued with a pack of work. 		September 2020 All staff

Additional Notes:

Context

- School will be organised in two larger bubbles. Bubble 1 will include EYFS and KS1 (39 children) and bubble 2 will include all of KS2 (60 children)
- Within each bubble the children will spend the majority of their time in smaller class bubbles.
- To enable high quality phonics to be taught in KS1, children will continue to be taught in small, ability groups.
- PPA teachers will not teach across both bubbles to reduce the risk of transmission.
- Each bubble will use the playground but it will be separated with cones to enable each bubble to use a different section
- Each bubble will eat in the hall but all tables and chairs will be cleaned in between sittings.

Consultation with staff

- Read and understood

Consultation with governors

- RA shared with governors prior to FGB on 16th July 2020 and approved at the meeting

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