

## RISK ASSESSMENT FORM

<b>Educational Setting</b>	<b>Spaldwick Community Primary School</b>
<b>Activity / Task</b>	September reopening COVID-19 Risk Management Assessment
<b>Completed by &amp; Date</b>	Louise Worrell March 2021
<b>Review Date</b>	

<b>Significant Hazards</b>	<b>Who might be harmed and how?</b>	<b>Current control measures</b>	<b>What further action is necessary?</b>	<b>Date controls are to be implemented and by whom<sup>1</sup></b>
<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"> <li>• All staff use alcohol hand gel when they enter and exit the building.</li> <li>• Rigorous approach to handwashing adopted by all:               <ul style="list-style-type: none"> <li>➢ before leaving home</li> <li>➢ on arrival at school</li> <li>➢ after using the toilet</li> <li>➢ after breaks and sporting activities</li> <li>➢ before food preparation</li> <li>➢ before eating any food, including snacks</li> <li>➢ before leaving school</li> </ul> </li> <li>• Soft toys removed from classrooms and soft furnishings from shared areas.</li> <li>• Good respiratory hygiene is promoted, 'catch it, bin it, kill it'.</li> <li>• PPE worn for intimate care and if dealing with a child or member of staff with symptoms.</li> </ul>	<ul style="list-style-type: none"> <li>• Additional cleaning during the school day of frequently touched objects and surfaces including: door handles, grab rails, light switches, bathroom facilities.</li> <li>• Sealed bins for each classroom</li> </ul>	<p>March 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"> <li>• Communication sent to parents to ensure they understand the importance of punctuality and social distancing.</li> <li>• Markings on the playground help parents to use social distancing of 2m.</li> <li>• Communication sent to parents so they understand they cannot enter the school premises.</li> <li>• Posters displayed around school direct parents to the correct entrance.</li> </ul>	<ul style="list-style-type: none"> <li>• Each year group uses a different entrance               <ul style="list-style-type: none"> <li>➢ Yr R - classroom door</li> <li>➢ Yr 1/2 - front entrance</li> <li>➢ Yr 3/4 classroom door</li> <li>➢ Yr 5/6 – Carpark exit</li> </ul> </li> <li>• All adults wear masks when greeting children at classroom doors.</li> <li>• All adults wear masks when they drop off and collect children.</li> <li>• Parents wear masks at drop off and collection.</li> </ul>	<p>March 2021</p> <p>All staff SLT Families</p>

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

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		<ul style="list-style-type: none"> <li>• SLT presence at drop off and collection times to ensure parents don't congregate on the playground.</li> </ul>	<ul style="list-style-type: none"> <li>• SLT hand out masks if parents not wearing them and ask parents to leave children at the gate if they cannot/will not wear a mask.</li> <li>• Request that only one parent drops off and collects children.</li> </ul>	
<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"> <li>• Each Year group will be allocated a classroom and will not move between spaces in school</li> <li>• Consistent staffing will ensure staff do not cross the classes</li> <li>• 1 Teacher and 1 TA will be allocated to each class</li> <li>• Staff will operate a 'buddy' system to ensure social distancing measure are maintained.</li> <li>• Unnecessary furniture removed</li> <li>• Windows and outside doors will be kept open when possible for ventilation.</li> <li>• When the weather is colder, one high and one low window will be open in every class. At break times, all internal doors, windows and external doors will be open to allow the rooms to be ventilated.</li> <li>• In shared classrooms windows (learning zone etc) should be open when possible. At the end of use, all tables and chairs must be sanitised and windows closed.</li> <li>• Outside space will be used as much as possible.</li> <li>• Posters are placed on the doors reminding staff not to enter the classes.</li> <li>• Use of the bathrooms will be staggered.</li> <li>• Staff will monitor the number of children using the bathroom at any one time.</li> <li>• Classroom sinks will be used for hand washing.</li> <li>• Bathrooms will be cleaned regularly throughout the day.</li> <li>• Children will not move outside of their classroom without an adult.</li> <li>• Each class will use their outside door to access other areas of the school (i.e. Hall).</li> <li>• Children will not use the corridor between KS1 &amp; KS2 unless moving from KS1 to the hall with a class teacher</li> <li>• Staff room limited to 4 staff at any one time.</li> </ul>	<ul style="list-style-type: none"> <li>• Tables set up to ensure all children are facing forward.</li> <li>• Children asked to provide a pencil case with everyday essentials.</li> <li>• Teachers teach from the front of class and remain standing whenever possible.</li> <li>• When supporting children teachers work by the side of the child, not opposite.</li> <li>• Where staff have to cross bubbles they will remain 2 metres away from the children and staff in that bubble at all times.</li> <li>• All adults wear masks in communal areas.</li> <li>• All staff asked to record any contact less than 2 metres, with children not in their bubble.</li> <li>• Cones on the playground separate class bubbles</li> <li>• One class from each key stage to eat lunches in their classroom, second class eat in the hall on socially distanced tables.</li> <li>• Walkie talkies used to check availability of toilets and playground before moving from classroom.</li> <li>• All adults wear a face covering when working in a class that is not their usual bubble and follow strict 2 metre social distancing at all times.</li> <li>• Alternative staff room set up to reduce staff contact.</li> <li>• All non-contact time (PPA &amp; Leadership) to be spent at home whenever possible.</li> <li>• All meetings held virtually.</li> <li>• All staff leave the building promptly at the end of the school day.</li> </ul>	<p style="text-align: center;">March 2021</p> <p style="text-align: center;">All staff SLT</p>

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<p>The virus spreads due to inadequate completion of rapid testing at home for school staff</p>	<p>Staff and pupils may become infected with COVID-19 if a staff member is positive with COVID-19 but has not been instructed and trained adequately in the testing process.</p>	<ul style="list-style-type: none"> <li>• Staff to complete testing twice a week with 3 to 4 days apart.</li> <li>• The test MUST only be completed by the person it is assigned to.</li> <li>• Test to be carried out the evening before attending school.</li> <li>• Test to be completed and the results should show after 30 minutes.</li> <li>• If a positive test is identified, you must not continue to attend your workplace.</li> <li>• If a void result is identified, take another Lateral Flow Test (LFT). If a second void is identified, a PCR test should be booked.</li> <li>• All incidents must be reported to school to the COVID Co-ordinator via email.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Lateral Flow RA</a></li> <li>• Monitor and review monthly</li> </ul>	<p style="text-align: center;">LW</p>
<p>Children with EHCPs are unsupported</p>	<p>Children</p>	<ul style="list-style-type: none"> <li>• Allocate a named TA to support all children with EHCPs.</li> <li>• Ensure the TA does not work across bubbles and remains in the bubble with the child.</li> <li>• Ensure the TA understands the child's needs.</li> <li>• Develop social stories to support the child.</li> </ul>		<p style="text-align: center;">March 2021</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"> <li>• Playtimes and lunchtimes staggered</li> <li>• Staff to remind children about social distancing expectations</li> </ul>	<ul style="list-style-type: none"> <li>• Additional LTSs employed to manage lunchtime.</li> <li>• All staff asked to record any contact less than 2 metres, with children not in their bubble.</li> <li>• Walkie talkies used to check availability of toilets and playground before moving from classroom.</li> <li>• Alternative staff room set up to reduce staff contact.</li> </ul>	<p style="text-align: center;">March 2021</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"> <li>• 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).</li> <li>• Call parents (if a child)</li> <li>• Isolate the child or member off staff in the Headteacher's office. Close the doors and open the window for ventilation.</li> <li>• 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).</li> </ul>	<ul style="list-style-type: none"> <li>• Follow guidance in the updated Track and Trace guidance issued to schools. (01/03/2021)</li> <li>• All staff asked to record any contact less than 2 metres, with children not in their bubble.</li> </ul>	<p style="text-align: center;">March 2021</p> <p style="text-align: center;">All staff SLT</p>

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		<ul style="list-style-type: none"> <li>The isolated person uses the accessible toilet.</li> <li>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.</li> </ul>		
Positive case in school	Children, staff and families	<ul style="list-style-type: none"> <li>Contact PHE and the LA</li> <li>Implement Track and Trace</li> <li>Contact all staff and children who have been in contact with the person who has received a positive test.</li> <li>Close the class</li> <li>Ask each member of staff to self-isolate for 10 days alongside the people who live in their house.</li> <li>If staff, children or families develop symptoms advise them to access a test.</li> </ul>	<ul style="list-style-type: none"> <li>All staff asked to record any contact less than 2 metres, with children not in their bubble.</li> </ul>	<p>March 2021</p> <p>All staff SLT Families</p>
Providing safe first aid treatment	Children and staff	<ul style="list-style-type: none"> <li>EYFS class led by a teacher with paediatric first aid training.</li> <li>All staff have basic first aid training.</li> <li>All classes issued with first aid equipment to manage basic first aid treatment.</li> <li>Adults will wear an apron, gloves and a mask when providing intimate care.</li> <li>All classes issued with a walkie talkie to call SLT for immediate support in the case of an emergency.</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li>Review of the First Aid policy to include consideration of the risk of infection of covid-19.</li> <li>All staff asked to record any contact less than 2 metres, with children not in their bubble.</li> </ul>	<p>March 2021</p> <p>All staff SLT</p>
Managing intimate care	Children and staff	<ul style="list-style-type: none"> <li>See <a href="#">Intimate Care policy</a></li> <li>Adults can work alone to provide intimate care in line with the policy.</li> <li>Adults will wear an apron, gloves and a mask when providing intimate care.</li> </ul>	<ul style="list-style-type: none"> <li>All staff asked to record any contact less than 2 metres, with children not in their bubble.</li> </ul>	<p>March 2021</p> <p>All staff SLT</p>
Children with significant behaviour needs	Children and staff	<ul style="list-style-type: none"> <li>Ensure appropriate staff are available to support the child.</li> <li>Ensure the child can access outside provision as much as possible.</li> <li>Use proximity to monitor the child whilst ensuring they have space to release anger.</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>School will carry out inductions to inform staff and pupils of the changes.</li> <li>Risk management plan in place for children with challenging behaviour.</li> </ul>	<p>March 2021</p> <p>All staff SLT</p>

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		<ul style="list-style-type: none"> <li>If the child is distressed and the safety of the child and others cannot be maintained the child will be sent home.</li> </ul>		
Insufficient staff	Children, staff and families	<ul style="list-style-type: none"> <li>Minimum staff required is:               <ul style="list-style-type: none"> <li>➢ 1 teacher and 1 TA per class</li> <li>➢ 4 Lunchtime supervisors</li> <li>➢ 2 cleaners</li> </ul> </li> <li>1 member of site staff</li> <li>If members of staff become ill, classes will close due to lack of staff to cover</li> <li>If DSLs are unavailable on site, they will make themselves available by phone</li> </ul>	<ul style="list-style-type: none"> <li>Assessment of availability of staff for all activities during the school day, including break and lunchtimes.</li> <li>If staff have family member who has been notified, through track and trace to self-isolate, staff will be reminded about their responsibility to maintain a distance of 2 metres from all adults and children and will be asked to wear a mask. If staff cannot guarantee they will remain at a 2m distance, they will be asked to work from home and use Teams to support interventions.</li> </ul>	<p>March 2021</p> <p>All staff SLT</p>
Emotional distress of the children.	Children	<ul style="list-style-type: none"> <li>Teachers and TAs will provide opportunities for children to talk 1-1 with a trusted adult about their concerns</li> <li>Teachers will notify SLT if they suspect children are experiencing difficulties so they can identify and offer further support</li> </ul>	<ul style="list-style-type: none"> <li>Risk assessments written for any CEV children</li> </ul>	<p>March 2021</p> <p>All staff SLT</p>
Emotional distress and anxiety of staff.	Staff	<ul style="list-style-type: none"> <li>SLT will provide the contact details for Employee Assist</li> </ul>	<ul style="list-style-type: none"> <li>Regular meetings with staff.</li> <li>Sharing the RA so all staff understand the protective measures in place.</li> <li>Risk assessments written for all CEV staff.</li> <li>Risk assessments written for any staff who invoke section 44.</li> </ul>	<p>March 2021</p> <p>All staff SLT</p>
Emotional distress and anxiety of parents.	Parents	<ul style="list-style-type: none"> <li>SLT will ensure a presence on the playground at drop off and collection time</li> <li>SLT will communicate frequently with parents using vlogs, letters, newsletter and social media</li> <li>SLT will signpost parents to external support</li> <li>SENDCo will offer an EHA for parents who are presenting with difficulties</li> </ul>		<p>March 2021</p> <p>All staff SLT SENDCo</p>
Fire Safety	All staff	<ul style="list-style-type: none"> <li>Ensure all emergency escape routes/doors are fully operational and kept clear.</li> <li>Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point.</li> </ul>	<ul style="list-style-type: none"> <li>Review if any Personal Emergency Evacuation Plans (PEEPs) need to be put in place.</li> <li>Review Fire Safety Policy with regards evacuation areas and how this can be achieved with whole school.</li> <li>Carry out regular fire drills.</li> </ul>	<p>March 2021</p> <p>All staff Site team</p>

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Contractors	Admin Staff	<ul style="list-style-type: none"> <li>All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include Covid-19.</li> <li>All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency.</li> </ul>		
School Transport	Children, staff and families	<ul style="list-style-type: none"> <li>Children will meet in the hall</li> <li>Children will use hand sanitiser upon boarding.</li> <li>Children will use social distancing whilst queuing.</li> <li>Children will be seated to allow social distancing within vehicles wherever possible.</li> </ul>	<ul style="list-style-type: none"> <li>All adults wear masks.</li> <li>Children are collected from their bubbles and follow strict social distancing on the bus.</li> </ul>	<p style="text-align: center;">March 2021</p> <p style="text-align: center;">All staff</p>
Extra-curricular activities (coaches, tutors, after school)	Children, staff and families	<ul style="list-style-type: none"> <li>Adults delivering extra-curricular activities will adhere to social distancing expectations at all times.</li> <li>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities.</li> <li>External coaches will be provided with the Headteachers mobile number to be able to notify if they develop symptoms or test positive.</li> </ul>	<ul style="list-style-type: none"> <li>Music lessons can take place in a room with an open door and side by side teaching</li> <li>Where staff or coaches work in different setting they are expected to change their clothes in between schools.</li> <li>Visiting tutors work virtually whenever possible.</li> </ul>	<p style="text-align: center;">March 2021</p> <p style="text-align: center;">SLT External Coaches</p>
Further outbreak contingency plan	Children, staff and families	<ul style="list-style-type: none"> <li>In the event of a local outbreak, the PHE health protection team or local authority may advise the school to close</li> <li>If the school closure is as a result of possible exposure to Covid-19 teachers will immediately commence virtual lessons.</li> <li>If the school closure is due to a teacher receiving positive Covid-19 test, children will be issued with a printed pack of work.</li> <li>Where virtual lessons cannot be provided families will be provided with links to Oak Academy and White Rose maths videos.</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Remote Learning Contingency Plan</a></li> </ul>	<p style="text-align: center;">March 2021</p> <p style="text-align: center;">All staff</p>

### 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 (58 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.
- 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 March 2021

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- Updated RA shared with staff January 2021

### **Consultation with governors**

- RA shared with governors prior to FGB on 16<sup>th</sup> July 2020 and approved at the meeting
- Updated RA shared with Governors and reviewed at committee meetings on 14<sup>th</sup> January 2021