

## Risk Assessment for September Return

<b>Location / Site</b>	STANFORD IN THE VALE CE PRIMARY SCHOOL
<b>Activity / Procedure</b>	Opening in September 2020
<b>Assessment date</b>	14.7.20 Updated 14.9.20 Updated 3.11.20 Updated 12.11.20 Updated 4.1.21 Updated 12.1.21

<b>Identify people at risk</b>	YES or NO
<b>Employees</b>	<b>YES</b>
<b>Children</b>	<b>YES</b>
<b>Visitors</b>	<b>YES</b>

<b><u>Identify hazard</u></b>	<b>Lack of social distancing in the classroom</b> resulting in direct transmission of the virus		
<b>Existing level of risk</b>	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Remove excess furniture/resources to increase space</li> <li>2. External doors and windows left open to give natural ventilation</li> <li>3. Doors propped open to reduce touching of handles</li> <li>4. Explain to children how the bubbles will work – (Include instructions how to line up, use of toilet, moving around the classroom etc)</li> <li>5. Bubble safety rules re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance</li> <li>6. Children spoken to re the need for giving each other space and minimising touch, this is very difficult with young children especially when in free flow in Foundation and Year 1</li> <li>7. Adults have a table 2m distancing at front of room. If working with/supporting a child to support from behind or the side so they cannot be coughed on.</li> <li>8. Older children to use same desk/chair everyday. Teachers to label with names. Some desks are in rows / others are grouped together – to aid with teaching and learning support. Younger children have allocated carpet spaces.</li> <li>9. Staff are assigned to particular year groups, a few staff due to being part time or PPA cover do move between year group bubbles.</li> <li>10. Children stay in the classroom for majority of the day and do not mix with other year groups.</li> <li>11. Coats and lunchboxes kept on children’s pegs / trolley – will minimise going to them</li> <li>12. Children bring in their own water bottles every day which are kept on their table apart from in the younger classes where they are kept centrally</li> </ol>			

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13. Some learning to take place outside of classroom but will be allocated a certain area/table and will not mix with another year group bubble. (intervention work / specific support)
14. Up to staff discretion whether they wear a face mask or shield while teaching/supporting the children. If staff move across bubbles they must wear a face mask / shield.

<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Identify hazard</u></b>	
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**Lack of social distancing using toilets and poor hygiene** resulting in direct and indirect transmission of the virus

<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
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1. Only one boy and one girl allowed to go to toilet at a time. In foundation, a maximum of three pupils of either sex are allowed in the toilet at any one time.
2. Toilets are supervised by adults, at busy times, to support pupils with social distancing.
3. Allocated toilets for different year groups of children
4. Toilets and sinks will be labelled for certain year groups to use
5. Children have to wash and dry their hands after using the toilet
6. Extra signs in toilet re washing hands
7. Wedges for the external toilet doors
8. Extra soap and cleaning materials ordered to ensure we do not run out
9. Soap dispensers in classrooms for handwashing as well as alcohol sanitisers
10. Toilets to be cleaned twice a day – late morning and at the end of the day

<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Identify hazard</u></b>	
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**Lack of social distancing waiting to enter classroom in morning** resulting in direct transmission of the virus

<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
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1. Allocated different entry/exit points for different year groups. Foundation and Year 1 through Millennium Green gate, Year 6 and Year 5 through their fire exits, Year 2 and Year 3 through the side gate and their fire exits, although Year 3 exit through the Millennium Green gate, Year 4 through the front door.
2. Staggered drop off and pick up times for different year groups
3. Only one parent to bring/pick up their child and told to ensure 2m distance between each other. No parent to enter the school

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<ol style="list-style-type: none"> <li>4. Instructions shared re social distancing between families in the morning/afternoon with parents and children</li> <li>5. HT/AHT/Admin Officer to be on duty at the front of the school to supervise</li> <li>6. Parents cannot talk to staff at drop off / pick up times – must either email the teacher or ring</li> <li>7. Parents requested to wear a face covering in the vicinity of the school / other families</li> <li>8. If a child wears a face covering to school it must be removed before entering the school</li> <li>9. Staff to wear a face covering while admitting / dismissing children</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Identify hazard</u></b>			
<b>Lack of social distancing during playtimes and lunchtimes</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Staggered playtimes and allocated play areas</li> <li>2. Reduced playtime equipment. Each year group to be given a small selection of equipment to use.</li> <li>3. Staff supervision throughout – actively encouraging giving each other space and not touching although very difficult with young children</li> <li>4. Mid Day Supervisors allocated to classes for lunchtime cover. Playtime cover by year group staff.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Identify hazard</u></b>			
<b>Lack of social distancing when eating lunch</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Children eat in their classrooms at their named table places</li> <li>2. Tables to be cleaned with disinfectant before and after eating</li> <li>3. Meals brought to their classroom door for the staff in the room to serve. Empty plates left on the table outside the door for kitchen staff to collect.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>			
<b>Lack of social distancing in the corridors</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Children staying in their classroom and accessing outside from classroom door</li> <li>2. One child going to toilet at one time</li> <li>3. Messages to office via walkie-talkies as much as possible</li> <li>4. Office staff to help with photocopying and collection of work from the photocopier. Staff use walkie talkie to inform.</li> <li>5. Hand sanitiser and wipes on photocopier for staff use</li> <li>6. Staff to wear face masks while moving through communal areas – corridors, staffroom, office...</li> <li>7. Staff to stand back to let others pass - to maximise the distance between each other</li> <li>8. Agree instructions with children concerning going and returning to toilet</li> <li>9. Limited movement around the school – if necessary, one adult at back and one in front of the class to ensure no interaction with another year group and no touching of walls, equipment...</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>			
<b>Contact of shared resources</b> resulting in indirect transmission of the virus			
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Children to have packs of basic stationary/resources labelled with their name on, on their desk</li> <li>2. Shared resources washed in Milton each night and left to dry.</li> <li>3. Tables, door handles, taps, switches and other surfaces cleaned with disinfectant every night and at a couple of points throughout the day. Disposable gloves will be in each class with a bottle of disinfectant and cloths.</li> <li>4. Resources on tables ready for lesson as much as possible to minimise movement around the classroom.</li> <li>5. Laptops to be wiped before use</li> <li>6. Children encouraged to wash hands on entry to the school, after being outside, before eating, if sharing resources and when hands are grubby.</li> <li>7. PE and Music equipment to be kept aside for 3 days after use or disinfected and returned to the central area.</li> <li>8. PE to take place outside as much as possible. If PE has to take place in the hall, only one</li> </ol>			

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bubble at a time. Children to wash hands before and after the lesson.			
9. If the stage is used, only one bubble at a time. Children to wash hands before and after.			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Identify hazard</u></b>			
<b>Emotional distress of the children</b>			
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Children have had an opportunity to meet their new teachers and teaching assistants</li> <li>2. Lots of Personal, Social, Emotional and Health education lessons to begin with – slowly increasing the cognitive load until a normal curriculum can be followed</li> <li>3. If children become distressed and need comforting the staff member may put on gloves and a face mask or will wash their hands afterwards</li> <li>4. HSCLW in on Wednesdays and will talk/support Vulnerable children</li> <li>5. ELSA in on Wednesdays to talk to / support Vulnerable children</li> <li>6. Play therapist(s) in to support identified children</li> <li>7. Designated Safeguard Lead in every day</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Identify hazard</u></b>			
<b>Emotional distress of the staff – including anxiety</b>			
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Staff meeting – virtually – to discuss concerns and shared control measures</li> <li>2. Use of staff whatsapp to communicate / share concerns</li> <li>3. Sharing of support helplines – HR and others</li> <li>4. Staff to share concerns with Headteacher or Assistant Head</li> <li>5. These risk assessments reviewed after day one, week one and fortnightly after that – this is flexible</li> <li>6. Teaching staff to work from home if not timetabled in</li> <li>7. Vulnerable staff – those told to social distance –in school with strict 2 metre distancing measures in place</li> <li>8. Designated Safeguard Lead in every day</li> <li>9. Staff to sign in and out using the ipad app after using the hand sanitiser or can use the app on their mobile phones</li> <li>10. Up to staff discretion whether they wear a face mask or shield while teaching/supporting the</li> </ol>			

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children. If staff move across bubbles or around communal areas in the school they must wear a face mask / shield.			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>			
<b>Risk of spreading virus due to close contact with children – 1:1, restraint, first aid</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Seek expert guidance re support for children with behaviour difficulties – that might need restraint and display spitting, biting etc. Leading to individual risk assessments.</li> <li>2. First aid stations are set up between two year group bubbles. Stations contain disposable aprons, face masks, disposable gloves, shields, basic first aid equipment and a first aid book to record any accidents and treatment administered.</li> <li>3. Face masks, disposable aprons and gloves will be worn by staff if dealing with first aid, intimate care or restraint and possibly will put on face shields</li> <li>4. 1:1 TA for a child in Foundation doesn't wear a mask because eye/facial contact is the focus of her work. She does need to be hands on with her, pick her up but this is to support her needs.</li> <li>5. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff or other children are put at risk</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>			
<b>Risk of spreading virus due to poor hygiene</b> resulting in indirect transmission of the virus			
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Hand sanitiser ordered for every classroom setting and the front entrance</li> <li>2. Extra soap dispenser to all classrooms</li> <li>3. Children handwash or use hand sanitiser on entry to school, after break, before lunch, after lunch, leaving school, using the toilet, when grubby and any time they cough or sneeze</li> <li>4. Washing hands posters placed in all washing areas</li> <li>5. Reminders how to wash hands properly – videos and posters – staff show lots</li> <li>6. Procedure agreed for children to wash hands so thorough hand washing</li> <li>7. Lidded bins purchased for tissues to be disposed in so germs contained</li> </ol>			

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<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Identify hazard</u></b>			
<b>Emergency Planning and Evacuation Procedures</b>			
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Follow normal lock down procedures if required</li> <li>2. Fire Evacuation – all leave through the doors the children enter in the morning, except Year 4 who will exit through their fire door. Year 6, Year 5 and Foundation to line up in different corners of the KS2 Playground. Year 1, 2, 3 and 4 to line up in different corners of the school field.</li> <li>3. We will practise a fire drill</li> <li>4. Staff to ensure they always have a walkie talkie on them when with the children</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Identify hazard</u></b>			
<b>Risk of infection due to lack of cleaning</b> resulting in indirect transmission of the virus			
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. All surfaces, handles, switches cleaned by staff in the room a couple of times during the day using disinfectant and gloves supplied and shared equipment will be cleaned each day using Milton</li> <li>2. At the end of the day staff in the room will disinfect the children’s tables and chairs and put chairs up, to aid the deep clean by the cleaners</li> <li>3. Gloves will be worn by all cleaning staff</li> <li>4. A thorough clean will be carried out every evening</li> <li>5. Allocated areas for each cleaner to work on</li> <li>6. HT to explain exactly what must be cleaned at the end of each day – produce a crib sheet</li> <li>7. Soft furnishings and soft / cloth toys will be removed from use in classrooms</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>			
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus			
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>Those who are clinically vulnerable or clinically extremely vulnerable– to adhere to strict 2 metre social distancing from colleagues and children (where possible re. children).</li> <li>Those living with those that are clinically vulnerable can attend school and work with children or adults adhering to these risk assessments.</li> <li>Pregnant member of staff to teach virtually from home.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>			
Risk of illness by child or staff member exhibiting symptoms by direct transmission			
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>FIRST AID POD set up in the staffroom – for children/staff needing serious first aid, or showing any symptoms of Coronavirus – temperature, new continuous cough or loss of taste or smell go directly to FIRST AID POD. Staff escorting child with COVID symptoms to wear PPE and if possible keep 2 metres apart and instruct others to keep their distance.</li> <li>If temperature is taken – non-touch thermometer used</li> <li>Office staff call parents or partner if temperature is high (above 37.8 degrees) or continuous cough or loss of taste or smell and ask for child to be collected. Siblings also to return home.</li> <li>Parent/Partner instructed to get child/staff member tested for COVID and share result with school office staff</li> <li>Disposable PPE in sealed bag and face shield cleaned. (extra PPE is available)</li> <li>Members of staff supporting child/staff member with symptoms – wash hands thoroughly and can return to work (if child coughed and sneezed on adult and no PPE then contact SLT member before returning to work, and keep 2 metres apart from other members of staff)</li> <li>If FIRST AID POD is used for suspected COVID – not used again and closed sign used to indicate until thoroughly cleaned.</li> <li>If positive case – School contact DFE helpline, HPT and OCC and take advice – parents of children in that class are informed there has been a positive case and that they need to get their child tested</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	



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<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
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<b>Identify hazard</b>			
<b>Visitors or contractors into school</b>			
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. No unnecessary visitors into the school.</li> <li>2. No parents allowed on site or in the school building unless an essential meeting.</li> <li>3. Parental consultations via telephone, Zoom or Teams.</li> <li>4. No parent/community helpers in the school building.</li> <li>5. All visitors and contractors have temperature checks on arrival, have to state whether they or anyone in their household have symptoms and hand sanitise before officially signing in.</li> <li>6. Visitors and contractors taken straight to relevant area and movement around the school is kept to a minimum.</li> <li>7. Musicians / therapists / PE specialist to only support children from the same bubble in the same area. Equipment and furniture to be cleaned down between children / bubbles.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>OVERALL level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

Name of assessor	Signature of assessor	Date
Amanda Willis		14.7.20

Name of manager	Signature of manager	Date
Janet Warren		14.7.20

<b>Risk assessment reviews</b>	14.9.20 3.11.20 12.11.20 4.1.21 12.1.21
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