

September Risk Assessment – ALL YEAR GROUPS – September 2021

The standing risk assessment has been reviewed and replaced with this one following a rise in numbers across the school population. It has been written to reflect the advice of DfE and Local Authority Public Health on 11th October and 13th October

Location / Site	THRAPSTON PRIMARY SCHOOL
Activity / Procedure	Protection from the transmission of COVID- 19 – schools
Assessment date	13/10/21

Identify people at risk	
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Lack of social distancing in the classroom resulting in direct transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Remove ANY excess furniture to increase space 2. Class rules are created for and with the children – (Include instructions how to line up (at least 1 metre away), use of toilet, moving around the classroom and school) Rules re-visited and modelled many times a day and linked to school behaviour system – lots of recognition of adherence to policy. 3. Where possible children will return to front facing desks. There is a clear understanding that group work will be used in EYFS and KS1 to support the children with the work. 4. Where possible staff to be at front or side or back of room. 5. Conversation in the classroom from adult height, where appropriate 6. If close feedback or communication needed – side to side not facing child 7. Coats kept on pegs – children sent in small groups to hang up and collect coats – supervised when not in the classroom 8. Children stay in their class for the majority of the time. 9. When moving around – children move in small groups and managed by teacher to carpet and to tables etc. 10. Sitting on the carpet needs to be as spread out as possible (some could sit at desks) 11. Water bottles on desks or under desk to remove need of children moving around classrooms. Where this is not possible, the teacher should ensure children can access bottles easily and without too much travel across the rooms. 12. Ensure good ventilation in each classroom all day (windows or doors open) 13. PE outside as much as possible. If staff wish to use the halls, they should ensure that all touch areas are sanitised after use. 14. No signing activities will take place in the classrooms. Singing can only take place outside, if the children are socially distanced. 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Toilets – Boys and girls – cleaned regularly. 2. Children instructed – if cubicles are in use – wait outside 3. Hand gel used after toilet use as well as washing hands 4. Extra Signs in toilet re washing hands 5. Wedges for the toilet external toilet doors if not fire doors or are used for privacy screens. 6. Extra soap ordered to ensure we do not run out 7. Additional cleaning during the day. 8. Classrooms and teaching areas are regularly cleaned and sanitised. Additional spray, clothes, gloves and aprons are kept in classrooms. 9. Staff are reminded if they have a suspected case to clean down any areas they have used. 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Lack of social distancing waiting to enter classroom in morning resulting in direct transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Face coverings for staff in all communal areas, drop off and pick up and when social distancing is not possible. 2. Instructions shared re leaving site as soon as children have been collected to reduce the number of people on the school site. between families in the morning with parents and children – specific information sheet for this situation has already been sent out to parents. 3. SLT and members of the site team (if possible) to be on duty to supervise 4. At drop off and pick up parents/carers have been asked to wear face coverings when they come on to site- this will be reviewed after the October break. 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Staggered playtimes and/or allocated play area for year groups. 2. Reduced playtime equipment – hard surfaces and can be easily cleaned 3. Games discussed which encourage social distancing, ensure lunchtime supervisors have been made aware of the games discussed, model games with children regularly. 4. Staff supervision throughout – year group staff not to mix and ensure more than 2 metre distancing between each other. 5. O’Leary Hall and Blue Box to be used to add to the space we have for the children while out at play. 6. Additional resources have been purchased. 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Lack of social distancing when eating lunch resulting in direct transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Children to access the hall for lunch. All children to be facing the same way in the hall. 2. Older year groups – children who have packed lunch may be seated in classrooms to eat their lunch. 3. LTSs allocated to classes (and year groups) for supervision. 4. Class and Year group must move around the site together socially distanced. 5. AHT to meet with LTS to ensure they understand the changes. 6. AHT will carry out a review of lunchtime arrangements at the end of first and second week back. 7. AHT carried out a review of lunchtime arrangements to ensure no changes need to be made. 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Lack of social distancing in the corridors resulting in direct transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Children staying in their classroom as much as possible. 2. One boy and one girl going to toilet at one time 3. Messages to office via walkie-talkies, children should not be sent to the office or other classrooms to deliver messages. 4. Agree instructions with children concerning going and returning to toilet 5. Limit the amount of travel around the school as much as possible. 6. When moving class around the school – at least 1 metre between children (when possible) – one adult at back insisting the distance is maintained – regular practice this in the first few days – Staff keeping at least one metre away from children. 7. Staff have been directed to wear a face covering, when they are in communal and shared areas when they cannot maintain social distancing. 8. Any essential visitors will be made aware of positive COVID cases, if the visit cannot be conducted via TEAMS they will be given a copy of the updated risk assessment and reminded about social distancing and face coverings. 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Contact of shared resources resulting in indirect transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Children will use the resources available in the classroom. Tubs of resources set up if needed – maths cubes etc
2. Tables, door handles and other surfaces cleaned with sanitiser every night. Children allocated a white board and have on their desk
3. Resources on tables ready for lesson are distributed within the lesson. Children encouraged to wash hands / use hand gel before lessons and after each lesson
4. Outdoor playground equipment allocated to year group children and cleaned each day at the end of the day
5. Resources left on front tables for cleaning – if shared within the day. All surfaces left clear, where possible, at end of the day
6. When a child has been sent home and a PCR is requested tables and work spaces must be cleaned down using antibacterial cleaning agents.

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Emotional distress of the children	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Phased transition arrangements in place for specific children, where there is a need. 2. Individual risk assessments for children with special educational and behavioural needs 3. Prior to the holidays staff email addresses where shared with parents. 4. Parent evenings to be organised early in term four, this will be done virtually. 5. PCT and HT on call to support children and parents. 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Seek expert guidance from special schools re support for children with behaviour difficulties – that might need restraint and display spitting, biting etc. Leading to individual risk assessments 2. Masks and visors have been purchased staff can access if needed – instructions form PHE re cleaning – so issued to individuals 3. Extra disposable aprons have been purchased, school is happy that the line of supply can be maintained. 4. Extra gloves have been purchased, school is happy that the line of supply can be maintained. 5. Visors have been purchased, school is happy that the line of supply can be maintained 6. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk 7. Personal care – PPE (mask, face shield, gloves and apron) 8. Administering first aid to be carried out side to side, using verbal instructions if possible. Gloves to be worn at all times and consider face shield and mask 	

9. If child has temperature or new and continuous cough – child taken to COVID isolation bay in allocated rooms Crown building **Library**, Red Kite building meeting room (staff to keep 2 metre distance when escorting them or wear PPE) Staff to put on PPE and take temperature. If child has temperature or new cough then inform office and parents will be contacted. Staff in PPE to stay with child until parent arrives. Siblings also sent home. Parent told to get test and keep children off school until test has been returned. Member of SLT to make decision re children returning to school. Member of staff who was with child – removes PPE in disabled toilet by office Red Kite building, first aid room – Crown building and place in yellow bins, wash hands and use hand gel. (Staff can return to work after this situation).
10. All staff have been given a copy of COVID symptoms to refer to. Reminder sent to staff

Identify hazard

Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus

Control measures

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Hand gel dispenser inside of all classrooms
2. Hand gel order in large quantities
3. Extra soap dispensers and re-fills in each classroom
4. Children handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze
5. Washing hands posters replaced in all washing areas
6. Reminders how to wash hands properly – videos and posters
7. Procedure agreed for children to wash hands so thorough hand washing – soap walk to back of line, rubbing hands and then rinse off when back to the front of the line.
8. Timetables created to enable all children to wash hands before and after lunch, after break if not possible hand gel used.
9. Staff to spend time reminding children about the importance of hand washing and sanitising.

Identify hazard

Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

Risk of infection due to lack of cleaning resulting in indirect transmission of the virus

Control measures

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. All surfaces, handles, toilets and shared equipment will be cleaned each day using Milton
2. PPE will be worn by all cleaning staff.
3. Handling of reading books and reading records information has been sent out to all staff by the English Leader.
4. Soft furnishings and soft / cloth toys will be removed from use in classrooms – including shared areas.
5. Shared resources cleaned at the end of each day.
6. Toilets cleaned regularly.
7. Anti-bac spray in each classroom to be used regularly.
8. Displays to be designed to engage children but not encourage touching.

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Risk of illness of vulnerable children and family members through direct and indirect transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
Children who are extremely clinically vulnerable or are living with anyone who is extremely clinically vulnerable if have concerns to have discussion with HT and individual risk assessment completed if necessary.	

THRAPSTON PRIMARY SCHOOL

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
After school and breakfast club – children moving between bubbles at the start and the end of the day resulting in direct transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Government guidance remains clear that the risk of children transmitting the virus is minimal. 2. Children attending these sessions should be organised into year group/key stage groups. 3. All soft furnishings and toys have been removed from the area. 4. Club rules are created for and with the children – (Include instructions how to line up (at least 1 metre away), use of toilet, moving around the area and school) Rules re-visited and modelled during the sessions – lots of recognition of adherence to policy. 5. Activities planned for individual work/ paired work 6. Where possible staff to be at front or side or back of room. 7. Conversation in the classroom from adult height, where appropriate 8. Coats kept on pegs – children sent in small groups to hang up and collect coats – supervised when not in the area. 9. Water bottle in a designated area to minimise children moving around. 10. Ensure good ventilation in each classroom all day (windows or doors open) 11. When the children are eating breakfast/ dinner this should be done in a staggered way, see section on lunchtimes. 12. If a child/adult presents with symptoms parent/carer should be contacted straight away and head teacher informed. 	

OVERALL level of risk	Consider level of risk following use of control measures HIGHLIGHT the appropriate assessment of risk	
NOT REDUCED THE OVERALL RISK	REDUCED THE OVERALL RISK TO SOME DEGREE	CONSIDERABLY REDUCED THE RISK
Assessor's comments	Insert comments relevant to findings as appropriate	
<p>The school has carefully followed the guidance issued by the Government and it believes that it has put in every measure that it is able to do to minimise the risk of transition of the virus. There is still much that is not known about this virus which is why the overall risk is only identified as being reduced to some degree.</p> <p>The assessor will continue to monitor the systems in place and the overall risk.</p>		

Name of assessor	Signature of assessor	Date
Pauline Turner		13/10/2021

THRAPSTON PRIMARY SCHOOL

Risk assessment review 1	
Date 22nd October	
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Risk assessment review 2	
Date	
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

