

Thrapston Primary School COVID-19 Risk Assessment

Location / Site	Insert location and site where activity taking place
Thrapston Primary School	
Activity / Procedure	Insert name/type of activity or procedure being assessed
YEAR 6 RE-OPENING	
Assessment date	Insert date when assessment is being carried out
15/5/2020 – to be updated regularly until re-opening	

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	Yes

Government guidance states for schools states:

“The safety of children and staff is our utmost priority.”

“The advice seeks to support staff working in schools, colleges and childcare settings, to deliver this approach in the safest way possible, focussing on measures they can put in place to help limit the risk of the virus spreading within education and childcare settings.”

“In education, childcare and social care settings, preventing the spread of the coronavirus involves dealing with direct transmissions (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces.) A range of approaches and actions should be employed to do this.”

Government guidance for parents concerning re-opening of schools states:

“We have provided guidance and support to schools, colleges and child care settings on implementing protective measures in education and childcare settings to help them **reduce the risk of transmission as more children and young people return.**”

“Whilst such changes are likely to look different in each setting, as they will depend upon individual circumstances, they are all designed to minimise risks to children, staff and their families.

Schools and colleges continue to be best placed to make decisions about how to support and educate their pupils during this period. This will include:

Consideration of the pupils’ mental health and well being

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Red texts are control measures from Government Guidance – Coronavirus (COVID-19); implementing protective measures in education and childcare settings published 11th May 2020

<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			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<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. Reduce the number of children in the classroom to enable social distancing (no more than 15) school estimate no more than 10 children in the first instance 2. Remove excess furniture to increase space if space to do so– excess furniture to be moved to the Lab 3. Children keep to their desks when in the room 4. Social distancing rules created for and with the children – (Include instructions how to line up, use of toilet, moving around the classroom etc.) 5. Rules re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence. Sanctions should only be used for deliberate non-compliance 6. Lessons planned for individual work (not pairings or group work) 7. Feedback – using large whiteboard and visualizer and interactive whiteboard not close interaction 8. Mark out two metre areas in each class room which is being used include an area for the teacher and any support staff if allocated to a group. 9. Children to use same desk if returning next day 10. Teacher and Support staff are assigned to these children and stay with these children throughout the day (and on sub-sequent days) 11. Children stay in the classroom for majority of the day and not mix with other groups 12. Bags, coats and lunchboxes kept under children’s tables 13. Doors and windows to be opened in classrooms to ensure circulation of air. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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Identify hazard		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			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		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. Only one boy and one girl allowed to go to toilet at a time 2. <i>Middle cubicles taped off to allow for distancing</i> 3. Allocated toilets for different groups of children 4. Extra Signs in toilet re washing hands 5. <i>Adults to give reminders about good handwashing – posters displayed in rooms</i> 6. Hand sanitiser available in every classroom 7. Additional supply of hand soap has been purchased. The school is clear that the supply of this can be maintained for the rest of the summer term. 8. Wedges for the toilet external toilet doors if not fire doors. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		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			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		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. Markers outside the classrooms for the children and parents to wait – more than 2 metres apart as more than one person 2. Allocated gate for Year 6 parents <i>and children</i> to arrive and leave from. <i>Year 6 children are permitted to walk to and from school. Parents and staff will ensure they understand the need for adhering to the social distancing measures that have been put in place.</i> 3. School gates will remain locked until five minutes before the start of the school day to ensure children do not arrive early and are left unsupervised on the playground 4. Parents made aware that they can, if they choose to send children with face coverings 5. Instructions shared re social distancing between families in the morning with parents and children 6. Signage for parents and children displayed outside the classroom 7. HT and site manager to be on duty to supervise 8. Staggered drop off and pick up times for different year groups 			
Remaining level of risk		Consider level of risk following use of control measures	

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HIGH	MEDIUM	LOW	NEGLIGIBLE
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Identify hazard		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			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		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 allocated play area for all groups. 2. Reduced playtime equipment – hard surfaces and can be easily cleaned 3. Games discussed which encourage social distancing. <i>All staff have been given suggested activities.</i> 4. Staff supervision throughout – actively encouraging and insisting on social distancing 5. Children practice talking 2 meters apart – modelled by staff 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		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			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		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 eat in the hall. Tables set out 2 metres apart. Tape off chairs on tables to ensure social distancing <i>is in place.</i> 2. If children bring packed lunch these are kept under children’s tables with bags 3. Staggered lunchtime sittings. Areas of the hall allocated to specific groups. Social distancing reminders in place in the hall. 4. <i>Children stay with their bubble at all times. Staff on duty to stay with their bubble at all times</i> 5. <i>Sanitiser spray to be used on tables and seats when children have finished eating.</i> 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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Identify hazard		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			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		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 2. One child going to toilet at one time 3. Messages to office via walkie-talkies 4. Consider one way system around the school using walkway and outside – safety concerns 5. Agree instructions with children concerning going and returning to toilet 6. <i>Toilet facilities allocated to year groups. Cubicles and sinks taped off to encourage social distancing (although only one child at a time is permitted to use the toilet children will not be denied access to the toilet if they need it). Signs on toilet doors to remind children of social distancing measures.</i> 7. When moving class around the school – 2 metres between children – one adult at back, <i>where there is two allocated to a group</i> insisting the distance is maintained – regular practice this in the first few days 8. <i>When staff are preparing to leave classrooms, check to make sure another group isn't using the corridor.</i> 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		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			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		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 have packs of stationary labelled with their name on 2. Tubs of resources for individuals if needed – maths cubes etc. 3. Resources washed in steriliser each night and left to dry if not same person using them the next day 4. Tables, door handles and other surfaces cleaned with steriliser every night 5. Lessons planned so resources are individual and not shared – or on white board 6. Resources on tables ready for lesson and not distributed within the lesson 7. Plastic packets (zippy) bags used for individual resources 8. Children encouraged to wash hands / use hand gel before lessons and after each lesson 9. Teachers to wash hands before and after handling children's books. 			

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Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress of the children			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		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 have class teacher and TA (if possible under vulnerable staff guidance) in the first instance 2. Small numbers of children to support their emotional need 3. Reduced time in school to ensure transition is successful from home to school 4. 2 metre social distancing PST provision available for children who are distressed 5. Emotional well-being sessions delivered for first two weeks to support children’s well-being – slowly increasing the cognitive load 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress of the staff – including anxiety			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		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. Inclusion in risk assessment process – input into hazard identification and control measures 2. Online coaching for any staff who requests it – SLT to support with this 3. Staff meeting – virtually – to discuss concerns and shared control measures 4. Sharing of support helplines – NCC have provided resources for this 5. At least one SLT member of staff on site every day for staff to share concerns with 6. Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible 7. Separate risk assessment for each year group, office areas and wider school. 8. Designated “staff areas” areas for different groups of staff – maybe rota for same area if needed 9. Planned time for planning and preparation within the week esp. for those with children in school 10. Extremely vulnerable staff (Shielding) work from home 11. Vulnerable staff – those suggests to strict social distancing – working at home or in school with strict 2 metre distancing measures in place 			

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Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
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Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
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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 purchased if needed and instructions form PHE re cleaning – so issued to individuals
3. Extra disposable aprons in stock
4. Extra gloves in stock
5. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk

Pls note the Government guidance states “Wearing face coverings or face masks is not recommended”

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
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Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
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1. Hand gel dispenser inside all classrooms
2. Hand gel order in large quantities
3. Extra soap dispensers and re-fills in each classroom
4. Children hand wash 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

Remaining level of risk		Consider level of risk following use of control measures	
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HIGH	MEDIUM	LOW	NEGLIGIBLE
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<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 infection due to lack of cleaning resulting in indirect transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<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. All surfaces, handles, toilets and shared equipment will be cleaned each day using cleaning agent and steriliser 2. <i>Rooms that will not be in use by staff/children will be locked to reduce the floor space to be cleaned</i> 3. PPE available for all cleaning staff 4. Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission 5. Soft furnishings and soft / cloth toys will be removed from use in classrooms 6. Extend the existing rota of the cleaning team to ensure requirements for cleaning are met. 			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Thrapston Primary School COVID-19 Risk Assessment

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	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. Those who are clinically extremely vulnerable (those who have received a letter from Government or clinician) or living with someone who is clinically extremely vulnerable are to work from home 2. Those who are clinically vulnerable – those strongly advised to social distance in the original guidance are to work at home or work in school adhering to strict 2 metre social distancing from colleagues and children. 3. Those living with those that are clinically vulnerable can attend school and work with children or adults adhering to this and other re-opening risk assessments. 			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

OVERALL level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Manager's comments	
<p><i>The overall level of risk has been identified as medium. This level of risk is due to unknown information about how the virus.</i></p> <p><i>The school is confident that it has in place all control factors possible to reduce the risk to children, staff and parents coming on site.</i></p> <p><i>This risk assessment will be reviewed frequently, as a minimum weekly. New guidance and work in practice will inform changes made.</i></p> <p><i>Risk assessments were shared with staff 25/5/2020, staff given the opportunity to comment on ahead of wider opening on 8/6/2020</i></p> <p><i>The FGB supported the risk assessment plans and was assured and had securitised the robustness of the risk assessments prepared. Further evidence was obtained from the Governors site visit on Tuesday 26th May. The Clerk advised an agenda item had been included on the next BMC agenda to review and monitor the risk assessments.</i></p>	

Name of manager	Signature of manager	Date
Pauline Turner		28/05/2020

Risk assessment reviews	1 st review 5/6/2020
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