

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
EXPANSION OF USE OF SITE -	
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

Early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years settings and schools, we taking this into account.

Schools should therefore work through the hierarchy of measures set above:

- Avoiding contact with anyone with symptoms
- Frequent hand cleaning and good respiratory hygiene practices
- Regular cleaning of settings
- Minimising contact and mixing

....the risk will be lowered.

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Where settings can keep children and young people in those small groups 2 metres away from each other, they should do so. While in general groups should be kept apart, brief transitory contact, such as passing in a corridor is low risk.

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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 site preparation –leading to risk to staff, pupils and community			
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. Health and safety checks have been carried out by the site manager and shared with the Head Teacher as part of the planning process. 2. As the school has been open for key worker children since 23rd March 2020. 3. The following systems have been checked: <ul style="list-style-type: none"> Hot and cold water systems Gas safety Fire safety and alarms, including emergency lighting Kitchen equipment (this has been used on a daily, except weekends and bank holidays) since the school closed Security systems, including alarm systems Ventilaton 4. Cleaning – the Crown building (closed to children since 23rd March has been deep cleaned the Red Kite building cleaning scheduled has been maintained 5. The site manager and Head Teacher have carried out regular (at least once a week) site inspections. 6. The site manager has purchased additional cleaning materials for site, confidence that a regular supply chain can be maintained is high. 7. The site manager has purchased additional soap and hand sanitiser for staff, children and where necessary parents to use. Confidence that a regular supply chain can be maintained is high. 8. Additional hand hygiene products and tissues will placed in all areas which will be used by staff and children prior to 1st June 2020. 9. Lidded bins will be placed in all areas used by staff and children prior to 1st June 2020. 			
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 around the school 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	
<p>WE HAVE TO ACDEPT THAT YOUNGER CHILDREN WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS</p> <p>These control measures are to encourage space between children, staff and parents where possible.</p> <ol style="list-style-type: none"> 1. ONCE THE SITE IS OPENED MORE WIDELY NO VISITORS (with the exception of children’s services and emergency repairs) WILL BE ALLOWED. 2. ONCE THE SITE IS OPEN MORE WIDELY STAFF NOT WORKING WITH CHILDREN (except SLT and premises team) WILL NOT BE ALLOWED ON TO SITE. 3. The main reception will remained closed, staff will be on site but no access given. If a child/adult becomes ill and has to be isolated they will be safely escorted onto site by a member of SLT. 4. All areas not in use by staff/children will be closed off and locked if possible. 5. Prior to the site opening for more pupils on 1st June 2020. Drop off and pick up points will be agreed and communicated with all staff, parents and children. 6. Social distancing reminders (posters, lines and markers) will be in place before children are welcomed back to school. 7. Reduce the number of children invited back into school to enable social distancing (no more than 15) school estimate no more than 10 children in the first instance. Guidance relating to children in the Early Years has been changed and supports groupings of 8 wherever possible with 2.3 metres social distancing encouraged where possible. 8. One way systems will be identified. Information shared with all staff, pupils and parents. 9. Identify which classrooms will be used, across the site, and allocate groups. Where possible ensure that the classrooms used support one way system and do not create bottle necks as children move from the outside areas, lunch hall and entry and exit points. 10. Remove excess furniture and resources from classrooms and corridors to increase space if space to do so– excess furniture moved to spare classrooms. 11. Agree staggered start and finish times, entry and exit points for staff, children and parents, information to be shared with staff and parents prior to the school extending its provision. Information shared with children on their return to school. Signs posted and regular reminders given. 12. Fire routes agreed and shared with all staff. 			
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 staff only areas 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. Identify which toilets and staff facilities will be used for which groups, ensure this information is shared with all staff. 2. Social distancing measures put in place in all staff rooms. 3. Only one member of staff at a time is permitted to use the photocopying room 4. Wedges supplied for all classroom and staff area rooms to ensure doors are kept open. 5. All staff encouraged to open windows in areas they are working. 6. Allocation will be made to individual staff groups (e.g. staff working in Reception base will use toilet next to the Morrison Hall). 7. Hand gel used after toilet use as well as washing hands 8. Extra Signs in toilet <i>and classrooms</i> re washing hands 9. Hand sanitiser available in every classroom 10. Additional supplies of soap and hand sanitiser purchased. The school is clear that the supply of this can be maintained for the rest of the summer term. 			
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	
<p>WE HAVE TO ACCEPT THAT YOUNGER AGED CHILDREN WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS</p> <p>These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> 1. Identify which routes into school and which classroom groups will be allocated. Share this information with all staff, children and parents. ENSURE ALL STAFF AND CHILDREN KNOW WHICH FIRE EXIT ROUTES ARE AVAILABLE TO THEM. 2. Markers outside the classrooms for the children and parents to wait – more than 2 metres apart as more than one person – <i>line marking is in place</i> – at least 2 metres apart 3. Staggered start of the school day. SLT/Premises team on duty to supervise. 			

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4. Inform parents they can wear face coverings if they wish.
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. DHT and HT 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		
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	
<p>WE HAVE TO ACCEPT THAT YOUNGER CHILDREN WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS</p> <p>These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> 1. Staggered playtimes and/or allocated play areas for each group. All staff and children to be informed of this information. 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, <i>named staff will stay with each bubble at all times</i> – actively encouraging and insisting on social distancing 5. Staff are permitted to deal with children at adult height, no expectation to go down to child eye level. 			
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	
<p>WE HAVE TO ACCEPT THAT YOUNGER CHILDREN WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS</p> <p>These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> 1. Children and staff staying in their classroom and accessing outside from classroom door, where possible. 2. Messages to office via walkie-talkies 3. Consider one way system around the school using walkway and outside – safety concerns 4. When moving class around the school – 2 metres between children – one adult at back insisting the distance is maintained – regular practice needs to be planned in. 			
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. Resources washed in steriliser each night and left to dry if not same person using them the next day 2. Tables, door handles and other surfaces cleaned with steriliser every night/morning 3. Resources on tables ready for lesson and children have restricted choice of resources 4. Children encouraged to wash hands / use hand gel before lessons and after each lesson 5. Outdoor resources restricted each day and outdoor area separated between 2 classes (physical barrier so no mixing) 6. List of indoor and outdoor equipment to be used to be given to site manager each week so resources can be cleaned everyday using steriliser 7. Soft toys and furnishes including bean bags removed from all classrooms before opening 8. Books available split into separate sets one for each different group of children and rotated each week giving time for de-contamination – not taken home or brought in 9. Outdoor playground equipment allocated to the group of children and cleaned each day at the end of the day 			

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Remaining level of risk		Consider level of risk following use of control measures	
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	
Emotional distress of the children			
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. Children to have adult/s allocated to their group. School will try to ensure that it is the same adult with the group for the entire period of re-opening, this will be dependent on staff fitness for work. 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. Comfort given from a distance – at adult height and hand gel used after if needed 6. Emotional wellbeing activities planned. 7. Transition item / activity for children to bring to school and share and discuss 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<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 staff – including anxiety			
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. Inclusion in risk assessment process – input into hazard identification and control measures 2. Online coaching for any staff who requests it – SLT to support this. 3. Staff meeting to discuss concerns and shared control measures 4. Sharing of support helplines – NCC and others 5. At least one SLT member of staff on site everyday 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 the office area 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. Those working with new groups, off rota for key workers 1 weeks before opening to support preparation 11. PPE masks / face coverings / visors offered to staff working with children 			
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 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
<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. SLT on site to support all staff with any issues which arise. 2. 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 3. Masks and face shields purchased and will be placed in areas of the school where staff are working. 4. Extra disposable aprons placed in areas of the school where staff are working 5. Extra gloves available and placed in areas of the school where staff are working. 6. Face visors available to staff. 7. PPE offered to staff for those working close with children <p style="color: red;">Pls note the Government guidance states “Wearing face coverings or face masks is not recommended”</p>			
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	
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	
<ol style="list-style-type: none"> 1. Hand gel in all of the classrooms 2. Hand gel order in large quantities 3. Handwashing PHSE lessons, songs and rhymes 4. Extra soap dispensers and re-fills in each classroom 5. 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 6. Washing hands posters replaced in all washing areas 7. Reminders how to wash hands properly – videos and posters 8. Procedure agreed for children to wash hands so thorough hand washing 			
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	
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
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. All surfaces, handles, toilets and shared equipment will be cleaned each day using steriliser 2. PPE available for all cleaning staff 3. Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission 4. Soft furnishings and soft / cloth toys will be removed from use in classrooms 5. Resources on each day list given to site manager to ensure these resources are cleaned at the end of the day 6. Reduction of classrooms and spaces used 			
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	
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. Staff who are not working with groups of children are not permitted to be on site, unless they are in a parent capacity. This will be reviewed after two weeks. 2. All areas not being used by groups of children will be out of bounds for all staff, except Senior Leaders and site team. 3. 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 4. 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. 5. 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. 6. Agree with staff that they are allowed to wear PPE when in school if they wish 7. Issuing of all relevant risk assessments to staff concerning re-turning to work – and allow them to comment and contribute 			
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	
Risk of illness of vulnerable children 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	
<p>Children who are clinically extremely vulnerable – those being shielded should not attend school</p> <p>Children living with some who is clinically extremely vulnerable should not attend school</p> <p>Children who are clinically vulnerable parents should seek medical advice concerning the children returning to school</p> <p>Children living with someone who is clinically vulnerable can attend school – parents will be given the choice</p>			
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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OVERALL level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Manager's comments	Insert comments relevant to assessment as appropriate
<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	First review 5/6/2020
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