

## Thrapston Primary School COVID-19 Risk Assessment

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

<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>Contractors</b>	<b>Yes</b>

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.

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.

## Thrapston Primary School COVID-19 Risk Assessment

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

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing in the classroom</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<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	
<p style="background-color: yellow;"><b>WE HAVE TO ACDEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS</b></p> <p>These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> <li>1. Reduce the number of children in the classroom to enable social distancing (<b>no more than 15</b>) school estimate no more than 10 children in the first instance</li> <li>2. <b>Remove excess furniture and resources to increase space if space to do so</b>– excess furniture moved to spare Year R classroom</li> <li>3. Social distancing rules created for and with the children – including how many children playing with resources and how (either end of water tray) (Include instructions how to line up, physical contact use of toilet, moving around the classroom etc.)</li> <li>4. Rules re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence and reminders for non-compliance, sanctions should not be used.</li> <li>5. Resources and activities planned to reduce shared contact and individual learning</li> <li>6. Use of outdoor space – same rules for outdoors</li> <li>7. Staff allowed to stay at adult height – no requirement for getting to child level for interactions</li> <li>8. Interactions carried out where possible from a distance</li> <li>9. <b>Children to use same work area if returning next day</b></li> <li>10. <b>Teacher and TA are assigned to these children and stay with these children throughout the day (and on sub-sequent days)</b></li> <li>11. <b>Children stay in the classroom for majority of the day and not mix with other groups</b></li> <li>12. <i>Coats and lunchboxes kept under tables in the classrooms.</i></li> <li>13. <i>Doors and windows to opened in classrooms to ensure circulation of air.</i></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>

Thrapston Primary School COVID-19 Risk Assessment

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing using toilets and poor hygiene</b> resulting in direct and indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<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	
<p><b>WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS</b></p> <p>These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> <li>1. Only child allowed to go to toilet at a time – middle sinks closed for handwashing – or one cubicle or at sink only</li> <li>2. <i>Middle cubicles taped off to allow for distancing</i></li> <li>3. Hand gel used after toilet use as well as washing hands</li> <li>4. Extra Signs in toilet re washing hands</li> <li>5. <i>Adults to give reminders about good handwashing – posters displayed in rooms</i></li> <li>6. Hand sanitiser available in every classroom</li> <li>7. Wedges for the toilet external toilet doors if not fire doors</li> <li>8. 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.</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>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing waiting to enter classroom in morning</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<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	
<p><b>WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS</b></p> <p>These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> <li>1. Markers outside the classrooms for the children and parents to wait – more than 2 metres apart as more than one person – behind two cones – at least 2 metres apart</li> <li>2. Nursery/Year R parents and children enter using gate via the alley – gate open 5 minutes before the staggered start of the school day. SLT/Premises team on duty to supervise.</li> <li>3. Inform parents they can wear face coverings if they wish.</li> <li>4. Instructions shared re social distancing between families in the morning with parents and</li> </ol>			

**Thrapston Primary School COVID-19 Risk Assessment**

children 5. Signage for parents and children displayed outside the classroom 6. DHT and HT to be on duty to supervise 7. <b>Staggered drop off and pick up times for different year groups</b>			
<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>

Thrapston Primary School COVID-19 Risk Assessment

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing during playtimes and lunchtimes</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<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	
<p><b>WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS</b></p> <p>These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> <li>1. <b>Staggered playtimes</b> and/or allocated play area in the first instance – the amphitheatre area and playground for Nursery/Year R</li> <li>2. <b>Reduced playtime equipment – hard surfaces and can be easily cleaned</b></li> <li>3. Games discussed which encourage social distancing. <i>All staff have been given suggested activities.</i></li> <li>4. Staff supervision throughout – actively encouraging and insisting on social distancing</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>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing when eating lunch</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<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	
<p><b>WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS</b></p> <p>These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> <li>1. Children eat in the hall. Tables set out 2 metres apart. Tape off chairs on tables to ensure social distancing</li> <li>2. If children bring packed lunch these are kept under children’s tables with bags</li> <li>3. Staggered lunchtime sittings. Areas of the hall allocated to specific groups, Nursery/Year R will be in the KJ hall. Social distancing reminders in place in the hall.</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>

Thrapston Primary School COVID-19 Risk Assessment

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing in the corridors</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<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	
<p><b>WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS</b></p> <p>These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> <li>1. Children staying in their classroom and accessing outside from classroom door</li> <li>2. <i>One child going to the toilet at a time (staff should be mindful of ensuring the children can access the toilet if they need to even if there is another child in there).</i></li> <li>3. Messages to office via walkie-talkies</li> <li>4. <b>Consider one way system around the school using walkway and outside – safety concerns</b></li> <li>5. 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.</li> <li>6. <i>When staff are preparing to leave classrooms, check to make sure another group isn't using the corridor.</i></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>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Contact of shared resources</b> resulting in indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<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. Resources washed in steriliser each night and left to dry if not same person using them the next day</li> <li>2. Tables, door handles and other surfaces cleaned with steriliser every night</li> <li>3. Resources on tables ready for lesson and children have restricted choice of resources</li> <li>4. Children encouraged to wash hands / use hand gel before lessons and after each lesson</li> <li>5. Outdoor resources restricted each day and outdoor area separated between 2 classes (physical barrier so no mixing)</li> <li>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</li> <li>7. Soft toys and furnishes including bean bags removed from the classroom before opening</li> <li>8. Books available split into separate sets one for each different group of children and rotated</li> </ol>			

## Thrapston Primary School COVID-19 Risk Assessment

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			
<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>

**Thrapston Primary School COVID-19 Risk Assessment**

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Emotional distress of the children</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<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 to have adult 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.</li> <li>2. Small numbers of children to support their emotional need</li> <li>3. Reduced time in school to ensure transition is successful from home to school</li> <li>4. 2 metre social distancing PST provision available for children who are distressed</li> <li>5. Comfort given from a distance – at adult height and hand gel used after if needed</li> <li>6. Emotional wellbeing activities planned.</li> <li>7. Transition item / activity for children to bring to school and share and discuss</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>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Emotional distress of the staff – including anxiety</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<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. Inclusion in risk assessment process – input into hazard identification and control measures</li> <li>2. Online coaching for any staff who requests it – SLT to support this.</li> <li>3. Staff meeting – virtually – to discuss concerns and shared control measures</li> <li>4. Sharing of support helplines – NCC and others</li> <li>5. At least one SLT member of staff on site every day for staff to share concerns with</li> <li>6. Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible</li> <li>7. Separate risk assessment for the office area</li> <li>8. Designated “staff areas” areas for different groups of staff – maybe rota for same area if needed</li> <li>9. Planned time for planning and preparation within the week esp. for those with children in school</li> <li>10. Those working in Nursery/Year R, off rota for key workers 1 weeks before opening to support preparation</li> <li>11. PPE masks / face coverings / visors offered to staff working with children</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	



Thrapston Primary School COVID-19 Risk Assessment

HIGH	<b>MEDIUM</b>	LOW	NEGLIGIBLE
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<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus</b>			
<b>Existing level of risk</b>	Consider current level of risk		
<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. 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</li> <li>2. Masks and face shields purchased</li> <li>3. Extra disposable aprons ordered</li> <li>4. Extra gloves ordered</li> <li>5. PPE offered to staff for those working close with children</li> </ol> <p style="color: red;">Pls note the Government guidance states “Wearing face coverings or face masks is not recommended”</p>			
<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>

Thrapston Primary School COVID-19 Risk Assessment

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of spreading virus due to poor hygiene</b> resulting in indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<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 gel in all of the classrooms</li> <li>2. Hand gel order in large quantities</li> <li>3. Handwashing PHSE lessons, songs and rhymes</li> <li>4. Extra soap dispensers and re-fills in each classroom</li> <li>5. 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</li> <li>6. Washing hands posters replaced in all washing areas</li> <li>7. Reminders how to wash hands properly – videos and posters</li> <li>8. Procedure agreed for children to wash hands so thorough hand washing</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>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of infection due to lack of cleaning</b> resulting in indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<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. All surfaces, handles, toilets and shared equipment will be cleaned each day using steriliser.</li> <li>2. <i>Any resources that are not single use must be thoroughly cleaned after every child uses them and sterilised over night</i></li> <li>3. <i>Rooms that will not be in use by staff/children will be locked to reduce the floor space to be cleaned.</i></li> <li>4. PPE available for all cleaning staff</li> <li>5. Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission</li> <li>6. Soft furnishings and soft / cloth toys will be removed from use in classrooms</li> <li>7. Reduction of classrooms and spaces used</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>

Thrapston Primary School COVID-19 Risk Assessment

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of illness of vulnerable staff and family members</b> through direct and indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<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. 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</li> <li>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.</li> <li>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.</li> <li>4. Agree with staff that they are allowed to wear PPE when in school if they wish</li> <li>5. Issuing of all relevant risk assessments to staff concerning re-turning to work – and allow them to comment and contribute</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>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of illness of vulnerable children and family members</b> through direct and indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<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	
<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>			
<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>

## Thrapston Primary School COVID-19 Risk Assessment

<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>

<b>Manager's comments</b>	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>	

<b>Name of manager</b>	<b>Signature of manager</b>	<b>Date</b>
<b>Pauline Turner</b>		<b>28/05/2020</b>

<b>Risk assessment reviews</b>	1 <sup>st</sup> Review 5/6/2020
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