

JUNE / JULY COVID RE-OPENING Risk Assessment – ALL YEAR GROUPS – SEPTEMBER 2020

Location / Site	THRAPSTON PRIMARY SCHOOL
Activity / Procedure	FULL RE-OPENING
Assessment date	17/07/2020 – to be updated regularly until and after re-opening

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

This risk assessment has been written in line with the following Government Guidance <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

The system of controls: protective measures

Having assessed their risk, schools must work through the below system of controls, adopting measures in a way that addresses the risk identified in their assessment, works for their school, and allows them to deliver a broad and balanced curriculum for their pupils, including full educational and care support for those pupils who have SEND.

If schools follow the guidance set out here they will effectively reduce risks in their school and create an inherently safer environment.

System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

<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. Whenever possible staff will ensure that, in the first instance, classrooms are arranged to enable children to work side-by-side rather than face to face. 3. 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. 4. Lessons planned for individual work or paired work (not group work in first instance) 5. Where possible staff to be at front or side or back of room. 6. Conversation in the classroom from adult height, where appropriate 7. If close feedback or communication needed – side to side not facing child 8. In year groups where it is possible to do so; set seating plans so children have their desk which is the same every day 9. Coats kept on pegs – children sent in small groups to hang up and collect coats – supervised when not in the classroom 10. Children stay in their class for the majority of the time. 11. Playtimes – in year group (2 year groups can have half of the play area each but year group children and staff must not mix – 2 metre distance at minimum 12. When moving around – children move in small groups and managed by teacher to carpet and to tables etc. 13. Sitting on the carpet needs to be as spread out as possible (some could sit at desks) 14. Water bottles on desks or under desk to remove need of children moving around classrooms. <i>Where this is not possible, the teacher should ensure children can access bottles easily and without too much travel across the rooms.</i> 15. Ensure good ventilation in each classroom all day (windows or doors open) 16. Reception and Nursery classes will have a staggered intake to support our younger children with new systems. (This has been communicated with parents). 17. PE outside for first 4 weeks and then reviewed re use of hall 18. BUBBLES: Children - Majority of the school day will be in class bubbles and Break time and lunchtime – year group bubbles (no more than 90) Staff – majority of the school day will be in class bubbles and PPA – year group bubbles. (exceptions – (PST and SLT who will have access to all bubbles). NB Ensure 2 metre clear access to all exits 	

<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. Close middle sink 4. Hand gel used after toilet use as well as washing hands 5. Extra Signs in toilet re washing hands 6. Wedges for the toilet external toilet doors if not fire doors or are used for privacy screens. 7. Extra soap ordered to ensure we do not run out 	

<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. Markers outside the classrooms for the children and parents to wait – at least 1 metre apart as more than one person. 2. Face coverings optional for adults and children when waiting and on site – removal on entry – in tissue bin (one in each class) – if reusable – given to parent to take home – removal decision based on child’s mental health and risk (SLT to be consulted if child wants or needs to wear in school.) 3. Instructions shared re social distancing between families in the morning with parents and children – specific information sheet for this situation has already been sent out to parents. 4. Signage for parents and children displayed outside the classroom 5. SLT <i>and members of the site team(if possible)</i> to be on duty to supervise 6. Staggered drop off and pick up times across the school site for different year groups. 7. A one-way system will operate across the site until further notice, <i>staff to support parents dropping of or picking up on KS 2 site if they have to bring a buggy onto site.</i> 	

<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 phases – half play area per year group) 2. Reduced playtime equipment – hard surfaces and can be easily cleaned 3. Games discussed which encourage social distancing, <i>ensure lunchtime supervisors have been made aware of the games discussed, model games with children regularly.</i> 4. Staff supervision throughout – year group staff not to mix and ensure more than 2 metre 	

distancing between each other.

<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. Staggered lunchtime in the first instance. 2. Children to access the hall for lunch. All children to be facing the same way in the hall. 3. Older year groups – children who have packed lunch may be seated in classrooms to eat their lunch. 4. LTSs allocated to classes (and year groups) for supervision. 5. Class and Year group bubbles must move around the site together socially distanced. 6. AHT to meet with LTS to ensure they understand the changes. 	

<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. <i>Staff have been directed to wear a face covering, when they are in communal and shared areas when they cannot maintain social distancing.</i> 	

<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
<ol style="list-style-type: none"> 1. Children have own stationary packs 2. Tubs of resources for pairs if needed – maths cubes etc 3. Tables, door handles and other surfaces cleaned with sanitiser every night 4. Lessons planned so resources are paired and not group 5. Children allocated a white board and have on their desk 6. Resources on tables ready for lesson and not distributed within the lesson 7. Children encouraged to wash hands / use hand gel before lessons and after each lesson 	

8. Outdoor playground equipment allocated to year group children and cleaned each day at the end of the day
9. Resources left on front tables for cleaning – if shared within the day
10. All surfaces left clear, *where possible*, at end of the day

<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. Children from Year1 – Year 6 (September 2020) will spend the first two days of the new year with their <i>teacher</i>. <i>They will be taught by their new teacher from the beginning of week two.</i> 2. Phased transition arrangements in place for specific children, where there is a need. 3. Individual risk assessments for children with special educational and behavioural needs 4. Prior to the holidays staff email addresses where shared with parents. 5. Parent evenings to be organised early in term one, <i>if possible, dependant on guidelines.</i> 6. Face to face or TEAMS transition meetings held between staff in July. 7. PST and HT on call to support children and parents during the summer holidays and children when school re-opens. 	

<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 <i>allocated rooms Crown building – first aid room, Red Kite building meeting room</i> (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.

<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 poor hygiene 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
<ol style="list-style-type: none"> 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. 	

<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	
<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 Milton 2. PPE will be worn by all cleaning staff. 3. <i>Handling of reading books and reading records information has been sent out to all staff by the English Leader.</i> 4. Soft furnishings and soft / cloth toys will be removed from use in classrooms – <i>including shared areas.</i> 5. Shared resources <i>cleaned at the end of each day.</i> 6. Toilets <i>cleaned regularly.</i> 7. Anti-bac spray in each classroom to be <i>used regularly.</i> 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 staff 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

1. Those who are clinically extremely vulnerable or living with those that are clinically extremely vulnerable to complete personal risk assessment – based on staff risk assessment. These staff to keep strict social distancing from other adults and as much social distancing from children as possible.
2. It has been agreed with staff that if individual staff members wish to wear PPE throughout the day, they can. It has been agreed with staff that they should wear face coverings in shared/communal areas if social distancing cannot be maintained.
3. Issuing of all relevant risk assessments to staff concerning re-turning to work – and allow them to comment and contribute

<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.	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Nursery home visits - Lack of social distancing when visiting children and parents in their home 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. Where a home visit is deemed necessary staff are to maintain social distancing outside of the property. <i>Staff can look at utilising virtual meeting platforms (school lead meetings should only be run through teams, staff to follow previously shared protocols).</i> 2. Parents must be consulted on this approach prior to the visit taking place and be happy to host in an outside area. 3. Staff, can if they wish wear face coverings and/or visors, <i>if social distancing cannot be maintained staff should wear a face covering.</i> 4. Staff must use hand sanitiser prior to the visit and directly after the visit. 5. Staff must be mindful of information shared during these visits and ensure that any confidential information is not shared where others may be able to hear. 6. Staff must ensure direct contact is avoided, where possible, although government is clear that in contact between children and adults the risk is minimal. 7. Staff are not expected to undertake any actions which make them feel unsafe. 8. Staff are to report any concerns directly to the Head Teacher. 	

<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. Staff can, if they choose to wear face coverings and visors. 3. Children attending these sessions should be organised into year group/key stage bubbles. 4. All soft furnishings and toys have been removed from the area. 5. 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. 6. Activities planned for individual work/ paired work 7. Where possible staff to be at front or side or back of room. 8. Conversation in the classroom from adult height, where appropriate 9. Coats kept on pegs – children sent in small groups to hang up and collect coats – supervised when not in the area. 10. Water bottle in a designated area to minimise children moving around. 11. Ensure good ventilation in each classroom all day (windows or doors open) 12. When the children are eating breakfast/ dinner this should be done in a staggered way, see section on lunchtimes. 13. 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		17/7/2020

Risk assessment review 1

THRAPSTON PRIMARY SCHOOL

Date 27/07/2020	End of summer holidays
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
The RA follows the guidance issued by Government.	
Who was involved in the Review Pauline Turner	
Signature of those involved in the Review	

Risk assessment review 2	
Date	02/09/2020
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
All changes made to this RA have been written in italics following consultation with staff.	
Who was involved in the Review Staff and HT	
Signature of those involved in the Review P Turner	

Risk assessment review 3	
Date	After first week
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Risk assessment review 4	
Date	After second week
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	

THRAPSTON PRIMARY SCHOOL

Who was involved in the Review
Signature of those involved in the Review

Risk assessment review 4	
Date	After forth week
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Risk assessment review 5	
Date	
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Risk assessment review 6	
Date	
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	