

Risk Assessment for Partial Reopening of School

Location / Site	
The John Moore Primary School	
Activity / Procedure	
Re-opening of YR, Y1 and Y6 and provision for key worker children	
Assessment date	
26/5/2020 – to be updated regularly until re-opening and afterwards at weekly intervals should the need arise.	
PEOPLE IDENTIFIED AS AT RISK	
All School Staff	YES
Children	YES
Parents and Visitors	YES
Contractors	YES
<p>Red texts are control measures from Government Guidance – Coronavirus (COVID-19); implementing protective measures in education and childcare settings published 11th May 2020</p> <p><i>This document has been cross-referenced with the COVID 19 Risk Assessment provided by the SHE (LA)</i></p>	

Government guidance 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

Consideration of the need for social interaction with their peers

Consideration of the need to provide a place to learn

Hazard Identified			
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
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. Reduce the number of children in the classroom to enable social distancing (Children in groups 'bubble' of no more than 15) – Indications at present are that each group will have less than 15 children) 2. Remove excess furniture to increase space if space to do so – to hall and library 3. Removal of soft furnishings/ items that cannot easily be cleaned 4. Children keep to their desks when in the room in Y6 and in Y1 where possible 5. Social distancing charter created for and with the children in Y6 and an infant version discussed with the children in Y1 and YR – (Include instructions how to line up, use of toilet, moving around the classroom etc) 6. Charter re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance 7. Lessons planned for individual work where possible (not pairings or group work) and timetables reviewed with outdoor space used extensively 8. Feedback – in class marking using interactive whiteboard (padlet approach trialled in Y6, verbal feedback and post it notes) - no close interaction and no work is to be handed in for marking 9. Mark out an area for the teacher – 2m distancing at front of room (but staff understand that this may not be possible with our younger children) 10. Children to use same desk if returning next day in Y6/Y1. In YR staff to wipe chairs after use. 11. Gentle reminders on screen or posters – COVID message 12. Teacher and TPs are assigned to a group (bubble) of children and stay with these children throughout the day (and on subsequent days). If shortage of teachers, TPs to be allocated to lead a group, working under the direction of a teacher 13. Children stay in their allocated classroom and use the allocated outdoor spaces for majority of the day and not mix with other groups 14. Coats and lunchboxes kept on children's tables in Year 6/Y1 (in YR- lunchboxes kept on lunch trollies) – no bags to come into school 15. Children and staff to wear clean clothes daily. Sportswear and outdoor clothes for comfort (no changing within the school setting) 16. Regular handwashing throughout the day or use of hand sanitizer. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Hazard Identified			
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
<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. One-way system signs and only one child allowed to go into a toilet cubicle at a time – No waiting outside the toilets. – Staff to support the children when visiting the toilets to monitor that handwashing has taken place and that the children are keeping the facilities clean and tidy. 2. Hand washing after toilet use. 3. Extra Signs in toilet re washing hands and songs used to help remind the children to wash for 20 seconds 4. Wedges for the toilet external toilet doors if not fire doors. 5. Extra soap ordered to ensure we do not run out. 6. Toilets cleaned at lunchtimes and deep cleaned at the end of the day. 7. Staff to monitor and refill soap dispensers as needed. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Hazard Identified

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

1. Markers outside the front entrance area of the school along the pavement outside the school gate. Each family group or child to wait on lines 2 metres apart (**NO PARENTS WILL BE ALLOWED ON THE SCHOOL SITE**)*
2. Children to be supervised by teacher or TP in their bubble group and when the whole group has arrived, to be escorted round to their classroom and to enter via the external classroom door.
3. Instructions shared re social distancing to families prior to arriving on site
4. Signage and markers displayed outside the school gate
5. HT and DHT on duty to supervise and check temperatures as children arrive in the mornings
- 6. Staggered drop off and pick up times for different groups and children encouraged to walk.**

Remaining level of risk

Consider level of risk following use of control measures

HIGH

MEDIUM

LOW

NEGLIGIBLE

Hazard Identified

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

1. Children eat outside, weather permitting, at the picnic tables (but spread apart). If unable to do so then in their classrooms.
2. **Meals brought to their classroom** and Caterlink aware of expectations. Caterlink to provide a packed lunch in the first instance.
3. If children in YR and Y1 do not want a UIFSM (packed lunch), then the children asked to bring packed lunch in first instance – packed lunches kept on children's tables/trolley and parents asked to disinfect lunchboxes daily.

Remaining level of risk

Consider level of risk following use of control measures

HIGH

MEDIUM

LOW

NEGLIGIBLE

<u>Hazard Identified</u>			
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
<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 allocated play areas for each group/ bubble 2. Reduced playtime equipment – equipment with hard surfaces that can be easily cleaned 3. Games discussed, encouraged and played which encourage social distancing – traditional playtime games etc 4. Outdoor equipment not used unless cleaned between groups of children and each child keeps an individual piece of equipment. 5. Staff supervision throughout by teacher and TP of the group and by (HT & DHT) – actively encouraging social distancing where possible 6. Children practise talking 2 meters apart – modelled by staff 7. All children to wash hands immediately following play and lunch time before returning to classrooms/ desks 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Hazard Identified

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

1. Children staying in their classroom and accessing outside from classroom door
2. One child going to toilet at one time and supervision in place
3. Messages to office via internal and mobile phones
4. Staff use empty classrooms and break out areas to maximise the distance between each other
- 5. One - way system around the school using walkway and outside – safety concerns**
6. Agree instructions with children concerning going to and returning from the toilet
7. If moving around the school or outside spaces – Aim for 2 metres between children – one adult at back encouraging the distance is maintained – regular practice of this in the first few days
8. Children encouraged to walk with their hands by their sides (not brushing walls/ doors)

Remaining level of risk

Consider level of risk following use of control measures

HIGH

MEDIUM

LOW

NEGLIGIBLE

Hazard Identified			
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	
<p><u>IN YEAR 6</u></p> <ol style="list-style-type: none"> 1. Children to have individual learning packs. They must not bring in their own stationary or any other resources (jewellery etc) 2. Tubs of resources for individuals if needed – maths cubes/ Numicon etc 3. Resources washed in sterilisation solution each night and left to dry if not same person using them the next day 4. Tables, door handles and other surfaces cleaned twice a day 5. Lessons planned so resources are individual and not shared where possible – or on a 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 <p><u>IN YEAR R and Y1</u></p> <ol style="list-style-type: none"> 1. Each child to have individual resources where possible (pencils, pens, whiteboards) – Each set of resources stored in individual zippy bags or cleaned immediately after use. 2. Resources for independent learning activities, limited to those with hard surfaces that can be cleaned between groups and washed in sterilisation fluid at the end of each school day. 3. Children to be encouraged to wash their hands before engaging in any independent learning and again after each session. 4. If any shared resources (ie Numicon etc..) are used, children to be given their own sets where possible and again follow the process of handwashing before and after use. All shared resources to be washed in sterilisation fluid at the end of each school day. 5. No resources shared between groups/ bubbles during the school day. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Hazard Identified			
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 a known class teacher and TP where possible 2. Small numbers of children to support their emotional need with lots of opportunities for talk to each other and support built into each school day. 3. Reduced time in school to ensure transition is successful from home to school 4. Staff will provide nurture and support if a child is in distress and needs emotional support. Staff will observe strict hygiene (hand washing) during the day and after any support is given. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Hazard Identified			
Emotional distress/ well-being of key worker children – including anxiety/ upset if they cannot see their peers			
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. Key worker children will be allocated to one of the groups in their year group so that they can have interaction with their peers (thus supporting their mental well-being) 2. They will then work within a key worker group for their Key stage (infant/ junior) in smaller groups on the days when their group is not in school – if needed. 3. This will keep mixing to a minimum but also ensure that our keyworker children do not feel isolated or cut off from their friends. 			

Hazard Identified

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

1. Inclusion in risk assessment process (whole school plan shared and staff have had input into weekly meetings)– input into hazard identification and control measures
2. Staff meeting to discuss concerns and share control measures
3. Sharing of support helplines – Ben Bishop to offer counselling support for any staff that would appreciate this time.
4. At least one SLT member of staff on site every day for staff to share concerns with
5. Risk assessments reviewed after day one, week one and weekly after that – this is a flexible document and amendments will be added as appropriate.
6. Office staff to be limited wherever possible to the office area
7. Designated “staff areas” for different groups of staff – rota for use of the staff room
8. Staffroom and office limited in number
9. Glass screen in office to remain closed
10. Only office staff and one identified member of staff from each bubble group allowed in office to collect photocopying. Staff to stay on left side of marked tape.
11. Deliveries supervised by member of office or SLT with controlled entry point if needed
12. Visitors do not sign in with the same pen – Disinfected after use
13. Hand sanitizer in the entrance for visitors, deliveries and staff
14. Regular communications that those who have coronavirus symptoms or who have someone in their household who does, are not to attend school
15. Information shared with staff about testing available for those who have symptoms provided by HT
16. SLT to assess how many staff are needed in school and identify those that can remain working from home (PT timetable in place during the initial reopening phase)
17. Staff are to leave promptly at the end of the school day (by 5:00pm at the latest) for own mental wellbeing and in order to allow a thorough cleaning of the site
18. SLT keep in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security
19. Staff shielding or working at home manage online work where possible.
20. **Extremely vulnerable staff (Shielding) work from home**
21. **Vulnerable staff – those subject to strict social distancing – work at home or in school with strict 2 metre distancing measures in place**

Remaining level of risk

Consider level of risk following use of control measures

HIGH

MEDIUM

LOW

NEGLIGIBLE

Hazard Identified			
Risk of spreading virus due to close contact with children – 1:1 and intimate care 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. Masks, aprons, gloves purchased and to be worn for intimate care incidents or accompanying and supporting any pupil in isolation following display of symptoms 2. Extra gloves, aprons, masks ordered 3. Visors also ordered and available if needed 4. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way in which staff are put at risk 5. PPE to be worn by the supervising adult if a pupil becomes unwell with symptoms whilst in setting (DHT office identified as First aid/ isolation room) <p>Please note the Government guidance states “Wearing face coverings or face masks is not recommended” but staff will be able to do so if they wish to.</p>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Hazard Identified

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

1. Hand gel available in all classrooms and in outdoor areas.
2. Hand gel order in large quantities
3. Handwash checked and refilled regularly as needed
4. Tissues available in all classrooms and in outdoor areas
5. Children handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet, any time they cough or sneeze and before/ after using shared resources.
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
9. Hand cream available to stop children getting dry hands
10. Children reminded to use elbows or tissue when coughing/sneezing and tissues put in bins (emptied regularly)
11. Spaces are well ventilated using natural ventilation (windows open) wherever possible
12. Doors are propped open wherever possible to limit use of door handles

Remaining level of risk

Consider level of risk following use of control measures

HIGH

MEDIUM

LOW

NEGLIGIBLE

Hazard Identified

Risk of virus transmission whilst administering first aid resulting in indirect transmission of the virus

Existing level of risk

Consider current level of risk **IT IS IMPORTANT TO NOTE HERE THAT THIS COULD BE MORE IMPORTANT THAN THE RISK OF CATCHING COVID-19 AND STAFF WILL ALWAYS ADHERE TO EMERGENCY FIRST AID PROCEDURES IN THE FIRST INSTANCE**

HIGH

MEDIUM

LOW

NEGLIGIBLE

Control measures

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

1. Teachers and TPs to 'administer' (under supervision if needed) first aid wherever possible in first aid stations in classrooms (ie wipes & plasters) for minor ailments – eg graze
2. Apron, gloves and face masks to be worn if 2m social distancing is unable to be followed.
3. If CPR is required on an adult, attempt compression only CPR until ambulance arrives
4. If CPR is required on a child, use a resuscitation face shield (if available) to perform mouth to mouth ventilation in asphyxia arrest
5. Dispose of all waste safely using appropriate bin in first aid room (DHT office) or in first aid bins in each classroom. If outside, dispose of first aid waste in allocated outside bins in courtyard area.

Remaining level of risk

Consider level of risk following use of control measures

HIGH

MEDIUM

LOW

NEGLIGIBLE

Hazard Identified

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

1. All surfaces, handles, toilets and shared equipment will be cleaned twice each day using sterilisation solution
2. Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission
3. Soft furnishings and soft / cloth toys will be removed from use in classrooms
4. Additional cleaning of surfaces prior to opening (deep clean already occurred prior to school closing and will be continuing this weekend in readiness for opening on June 1st)
5. All H&S compliance checks to be undertaken before opening – fire alarm, emergency lighting, fridge/freezer temps, water hygiene and the systems flushed (These have been completed as is our normal procedure but a further set of checks will be carried out on 29/5/20)
6. Legionella 'little used outlets' are flushed once per week for any areas of the school that will not currently be used.
7. Thorough deep cleaning of rooms, toilets and any shared spaces used at the end of the day
8. Senior leaders conduct daily review of cleaning and check that correct products are being used and procedures have taken place.

Remaining level of risk

Consider level of risk following use of control measures

HIGH

MEDIUM

LOW

NEGLIGIBLE

<u>Hazard Identified</u>			
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 or to stay at 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. 4. For those children and staff that are living with someone that is classed as clinically vulnerable, if we receive written and signed guidance from their doctor or consultant that they are happy for the children or adults to come back into school then we can support this. Parents or staff members will need to sign that they have made the decision to send their child back or to come back to school and that they understand the associated risks of the possible contraction of COVID-19 due to their decision. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Hazard Identified			
Risk of illness of other pupils, staff and families if any person in the school displays symptoms or tests positive for COVID-19			
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>1. If a child or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.</p> <p>2. All staff and students who are attending the school will have access to a test if they display symptoms of coronavirus.</p> <p>3. Where the child or staff member tests positive, the rest of their class/group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class/group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</p> <p>4. As part of the national test and trace programme, if other cases are detected within the child or young person's cohort or in the wider education or childcare setting, Public Health England's local Health Protection Teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children and young people may be asked to self-isolate at home as a precautionary measure - perhaps the whole class, site or year group.</p> <p>Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</p>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Hazard Identified

Risk of transmission from/ to contractors/ builders on the school site 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

1. Builders/ contractors adhere to their COVID-19 protocols and observe 2m social distancing
2. Senior leaders review contractors risk assessments before they enter the school site and weekly with the building contractors working on site
3. Buliding contractors working on the school site have no interaction with the pupils and work in areas that are a considerable distance away from any pupils. (Over 3m)
4. Builders and all other contractors are asked to sanitize their hands when entering the school site and before entering or exiting through the school gate.
5. For any internal school works, building contractors erect a complete floor to ceiling screen to isolate the areas that they are working in and reduce any possible transmission. They maintain at least 5m from any areas that the pupils may need to access
6. All external contractors (apart from the building company) work outside of the hours that pupils are in school and thorough cleaning is carried out if they have needed to enter the school site.
7. If any contractor or building contractor displays any symptoms of COVID-19, they are asked to stay away from the school site and to adhere to the government guidelines for self-isolation. All colleagues that have been working with them

Remaining level of risk

Consider level of risk following use of control measures

HIGH


MEDIUM

LOW

NEGLIGIBLE

Name of assessor	Signature of assessor	Date

OVERALL level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE
Assessor's comments	Insert comments relevant to findings as appropriate		
Manager's comments	Insert comments relevant to assessment as appropriate		

Name of manager	Signature of manager	Date
Ruth Laing		26/5/20

Risk assessment reviews	Set future review dates & sign/comment upon completion <i>Reviewed with staff on 27.05.20</i> <i>Reviewed with Governors on 27.05.20</i>
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