

Risk Assessment

Date: May 2020

Event: Working in school due to expanded opening of the school

Activity	Identify the hazards	Who/what may be harmed	Risk			Existing control measures	Recommendations/further action required
			Likelihood of occurrence	Severity of harm	Overall risk		
Arrival at school	Bringing COVID-19 on to the site Staying 2m apart	Staff or pupils	Low	Low	Low	-Staggered arrival times -One parent only with pupil(s) -One way entry/exit system -Signs on the entry points -Temperature check on arrival - 2m Distance markers on fence	Record that temperatures have been taken and do not exceed the 37.8°C limit
Entering the building	Staying 2m apart	Staff or pupils	Low	Low	Low	-Signs on the entry points -Staff and pupils encouraged to use sanitiser as soon as possible upon entering the building - children to go straight to their classroom -Coats on chairs, lunchboxes under tables.	Ensure sanitiser gets used and is refilled regularly.
Movement around the school (see appendix 1)	Possible trips or falls resulting in cuts/scrapes Staying 2m apart	Staff or pupils	Low	Low	Low	-Children and staff to stay within their bubbles – no taking messages. -First Aid Kits (inc. IR thermometer) and associated paperwork in each bubble -Separate staffroom for bubble 3 -Areas of the school (Hall, Library, Wet Play Room, cloakrooms) out of bounds to pupils. -No whole school assemblies -Walkie talkies to ensure contact with the office maintained without leaving the bubble -Registers left outside of the bubble classroom for collection. FSM packed lunches delivered to outside of the classroom bubble -Lunches to be eaten in the classroom or on the field -One child at a time to the toilets (bubbles 1 & 2 have unisex toilets) -Bubbles 1 & 2 have directional arrows to follow to stay in their bubbles	-Monitor that children stay within the permitted areas. -LH to act as First Aider for bubble 3 should the need arise.

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Contact within the bubble	Transference of COVID-19	Staff or pupils	Low	Low	Low	<ul style="list-style-type: none"> -Limited movement of the children within the bubble -Individual desks as far apart as possible -Own resources in a tray -Boxes under the table for personal belongings -Encouraged not to touch other resources -Wash hands regularly 	Monitor that activity is within the rules.
Supporting children as part of the teaching team	Children not following the rules Staying 2m apart	Staff or pupils	Medium	Medium	Medium	<ul style="list-style-type: none"> -Rules around handwashing, tissues, etc. displayed and followed -Individual learning spaces with own, wipeable resources kept in a tray. -Family groupings where relevant -Staff to remain 2m apart -Children from different families to stay appropriately distanced -Windows and doors open for ventilation -Outdoor learning as much as possible -Teachers will not mark the children's books but give verbal feedback. -For outdoor learning, sunscreen/hats to be worn. 	<p>Regular monitoring that the safety rules are being followed.</p> <p>Gazebos to be purchased for each zone.</p>
Playground duty (inc. lunch break)	Proximity to others Trips/falls – cuts and scrapes	Staff or pupils	Low	Low	Low	<ul style="list-style-type: none"> -Maintain 2m distance as much as possible -Encourage safe play -Hand washing before and after playtimes -Use field where possible, staggered play on the playground if not. Wet play in bubbles. -Stay within marked zones on the field; no moving between zones -sets of play equipment provided to each bubble; no sharing of resources. -Trim trail out of bounds and will be taped off with barrier tape to reinforce this. 	<p>Ensure distance rules applied as well as playground rules.</p> <p>Equipment to be wiped at the end of each day. Footballs should not be handled if possible – feet only.</p>
Cleaning resources in classrooms	Cleaning products	Staff	Low	Low	Low	<ul style="list-style-type: none"> -Gloves provided as well as cloths, antibacterial spray, paper towels and wipes. -Windows and doors open for ventilation 	Ensure protective measures are followed.

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Office duties	Taking in deliveries Bringing COVID-19 on to the site	Office staff Leadership	Low	Low	Low	-Maintain a distance from the delivery person -Have parcels left on the steps or in the corridors to minimise potential contact. -SLT separated; LH in office and SS working from the Wet Play Room	Ensure distances are maintained
General health rules	Spreading of germs and potentially COVID-19	Staff or pupils	Low	Low	Low	-Regular hand washing and sanitising throughout the day (toilet and classroom) -Door handles and work surfaces to be wiped down regularly -Windows and doors open for ventilation -Equipment to be wiped down at the end of the day or sterilised -Number of pupils in a room does not exceed LA guidance; desks as far apart as possible in the space -Staff have allocated chairs in the respective staffrooms. All other chairs to be taped off.	Regular checks that hands have been washed recently and door handles wiped
Becoming unwell	Sickness	Staff or pupils	Medium	Medium	Medium	-Any symptoms should be reported to leadership and the child or staff member taken to the medical station in the Music Room (IR thermometers in class) -Accompanying adult should don PPE provided in the medical station and maintain ventilation. -The parent of a child should be called to take the child home -PHE called for advice on next steps -Bubble to be shut down to allow thorough cleaning -Footprint marks for lining up in KS1 classrooms	Staff or pupil to isolate at home as per the current Government guidance Decontaminate any areas used following the cleaning guidance provided by Government
Collection	Bringing COVID-19 on to the site Staying 2m apart	Staff or pupils	Low	Low	Low	-Staggered collection times -One parent only to collect -One way entry/exit system	Monitor social distancing in operation and families leave immediately upon collection

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Speaking to parents	Bringing COVID-19 on to the site Staying 2m apart	Staff or parent	Low	Low	Low	-Telephone appointments only, arranged through the office. -General notifications given to adult on the gate in the morning - Avoid parents entering the site unnecessarily. No entering the buildings.	Reinforce the need for protection of all members of the school community.
Safeguarding	Child protection both in school and in the homes	Pupils	Low	Low	Low	-2 adults in bubble, majority of the time ratios not exceeded -E-safety info for parents -Keep in touch with children not attending school -Follow updated policy	DSLs to keep up to date with developments in this area.
Workload	Stress	Staff	Low	Low	Low	-Staff with get release time for break, lunch within their bubble -PPA cover mostly within the bubble -Only planning for home learning which will then be delivered to children within school	PPA to be taken on site where possible as a precaution against the second adult becoming unwell or needing to leave with a child exhibiting symptoms.
Maple	Possible contamination of COVID-19	Staff and pupils	Low	Low	Low	Due to the unknown risk of transference of the virus from human to dog or dog to human, Maple will not yet be returning to school.	Monitor the situation but keep Maple off for the time being.

Appendix 1

There will be three bubbles in operation:

Bubble 1

Buds classroom, outdoor space, one third of the field and their own toilet.

Bubble 2

Saplings classroom, outdoor space at the rear of their classroom, one third of the field and their own toilet.

Bubble 3

Oak classroom and toilets, additional sink in the art room, IT suite and one third of the field.