



Risk Assessment for Phase 1 Reopening – 1st June 2020

This risk assessment should be read in conjunction of the guidance – Coronavirus (COVID 19): Implementing protective measures in education and childcare settings, published on 11th May 2020.
<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

The School will adapt this risk assessment in response to all Government advice and local health reports.

Area of risk	Possible Risks/Hazards	Control Measures put into place	Residual Risk Rating	Responsible Individual
Children Health	<p>Vulnerable children who are at an increased risk if they contracted COVID19.</p> <p>Children contracting COVID 19 and bringing it into school.</p> <p>Children displaying COVID 19 symptoms whilst in school.</p>	<p>No vulnerable children should be in school – Parents and HT/DHT to seek advice from medical professionals regarding being in school.</p> <p>Parents of children should seek medical advice if child displays symptoms at home. If the test is positive they must self- isolate with their families for 7 days and members of their own household 14 days.</p> <p>If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p> <p>If a child is awaiting collection, they should be moved, if possible, to the medical room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be</p>	<p>Low</p> <p>Medium</p> <p>Medium</p>	HT/DHT

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		<p>maintained (such as for a very young child or a child with complex needs).</p> <p>They should then seek medical advice and have a test for COVID 19. Where the child, tests negative, they can return to their setting and the fellow household members can end their self-isolation.</p> <p>Where the child tests positive, the rest of their class or 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 or 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>		
Staff Health	<p>Vulnerable adults who are at an increased risk if they contracted COVID19.</p> <p>Adult contracting COVID 19 and bringing it into school.</p> <p>Adult displaying COVID 19 symptoms whilst in school.</p>	<p>If an adult is considered to be vulnerable or shielding a child or another adult they must not come into school. They should work from home on tasks designated by the HT/DHT or their Line Manager.</p> <p>If a staff member has symptoms of COVID 19 at home they should not come into work and follow absence reporting procedures. They should be tested as key workers and only upon a negative test may return to work. If the test is positive they must self-isolate for 14 days.</p> <p>They should immediately go home and arrange to take a COVID19 Test. Where the staff member tests positive, the rest of their class or 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 or 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>Low</p> <p>Medium</p> <p>Medium</p>	HT/DHT

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Entry/Exiting school (before and after school)	Amount of children entering the school with parents/carers – lack of social distancing	<p>Entry for the three year groups and vulnerable/keyworker group will be as follows: Reception Class: Through main gate (which will be left open) at 8.30am - all staff cars to be in by 8.25am. Children must walk into classrooms alone. Parents are not to enter classroom with child. End of day – 3pm parents to wait socially distancing on the car park. Year 1 – Through KS1 gate at 8.45am. End of day 3.15pm parents to wait socially distancing on the KS1 playground. Year 6 – Through KS2 gate at 9am. End of the day 3.30pm parents to wait socially distancing on KS2 playground. Vulnerable/Key Worker Group – Through main gate at 9am parents wait socially distancing on the car park. Children walk through the hall and round to Year 3 / 4 block.</p> <p>Key Points: Punctuality and rules of entry communicated to parents/staff prior to 1st June. No lining up will take place – doors will be open for children to enter. SLT will man all gates daily to ensure rules are observed. Only 1 parent per child must pick up and drop off. Families with children in more than 1 year group should choose one entrance and then drop children off in designated areas.</p>	Low	SLT/SBM/ Teaching Staff
Moving around school	Children/staff being in close proximity to each other and passing each other.	<p>One way system throughout the school with signs in place (Reception to Year 4 and Year 6) To go the opposite way the outside must be used, e.g. to the hall and the staff room. Y1 must enter the hall using the door to KS1 playground and through hall door.</p> <p>Y6 will use toilets in their block only – 2 max at a time, Vulnerable group/Key Worker Group – Y4 toilets 2 max at a</p>	Low	All staff

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		time, Y1 (HG and AR classrooms) Y2/3 toilets – 2 max at a time, Y1 use Y1 toilets – 2 max at a time and Reception classes use Reception and Nursery toilets.		
Break times/Lunchtimes	Children/ staff being in close proximity to each other.	<p>Staggered playtimes – 10 -11am – Teachers to take each “family group” one at a time – 15 minutes maximum. Y1 – Use KS1 playground, Vulnerable/Key worker Group – KS2 Playground, Y6 - Field</p> <p>Lunchtimes – In the hall sat on alternate seats, markings on the floor to queue up with space apart. Playtime will be in same areas as above R – 11.20 -12.20pm Y1 - – 11.40 – 12.40pm Vulnerable + Key Workers - 12 -1pm Y6 - 12.15 – 1.15pm</p> <p>As soon as children have finished eating they will leave the hall and go outside. Children will go to specific zones with their “family group” – They should not mix with another “family group”</p> <p>Key Points: All entry to hall must be by the outside hall door. All exits from hall must be via the corridor – this is the only time R children can go the opposite way to the one way system. Children to be in specific zones and Play equipment must be used only by a “family group” and cleaned daily. Staff should serve salad and cutlery and should wear gloves. Children should not line up but enter through open doors.</p>	Low	All Staff
Equipment being used by children and staff	Equipment being touched by several children/adults	<p>All children to have individual packs of stationary, which is named and only touched by them. All play equipment to be cleaned daily and after use by a group of children.</p>	Low	All staff

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		Cuddly toys, toys which cannot be cleaned easily, soft furnishings to be removed and not used.		
Toilets	Too many children in the toilet area at one time.	Only two people allowed in the toilets at one time. Middle cubicles will be locked, so only outer cubicles are accessible. Children to be constantly reminded to wash hands for 20 seconds before and after using the toilet. Hand sanitiser to be used on return from the toilet. Marks used outside toilets – 2m apart, only 3 children allowed to queue at any one time.	Low	All Staff
Classrooms	Children and adults in a confined space – risk of infection.	Class sizes to be no more than 15 and children to be seated apart. Children should be encouraged not to walk around the classroom. Carpet area to only be used by reception classes and they must sit on designated spots. Classrooms must be well ventilated and have doors propped open. Equipment when used by individuals or groups of children must be cleaned.	Low	All Staff
Cloakrooms	Too many children at one time in a confined space – risk of infection.	Will not be used until further notice – Children will put the school bag, coat under their school desk.	Low	All Staff
Hall	Children and adults in a confined space – risk of infection.	Hall to be entered by the outside door (apart from Reception Classes) and exited by the hall door. Hall may be used for PE activities and other activities as long as social distancing is observed. There will be no whole school assemblies during this phase of reopening.	Low	All Staff
Staffroom	Staff in a confined space – risk of infection.	Staggered break and lunchtimes. Staff to ensure they sit on alternate chairs and ensure social distancing. Staff to ensure they put own eating and drinking equipment in the dishwasher.	Low	All Staff

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Offices	Staff in a confined space – risk of infection	Only office staff to be in office downstairs – Only 2 at any one time and must be socially distanced. Office Staff may use SP desk during this time. Photocopier to be moved to another area. Upstairs office – all staff and children to remain 2m apart from adults working in upstairs office.	Low	Office Staff SLT
Medical room	Children and adults in a confined space – risk of infection.	Medical room can be used as normal for first aid and intimate care. Staff must use gloves when applying first aid or intimate care. If the medical room is used for a suspected COVID 19 case – the room is out of bounds until a deep clean can be completed. Staff dealing with a suspected COVID 19 case must wear PPE (Face mask, apron and gloves)	Low	All Staff
Hygiene	Children and adults contracting COVID 19	All staff and children must regularly wash hands. This must happen as they enter school, before and after an activity, before and after break time and lunch and before and after going to the toilet. Hand sanitiser should be used in conjunction with washing hands and not as an alternative.	Low	All Staff
Communication around school	Children and staff moving around the school in different areas.	All messages to the office and other classes should be by email, phone or walkie talkies. All areas will have a verbal communication link (phone/ walkie talkie) nearby. Teachers will send an email at registration stating who is having a hot lunch and packed lunch. All staff should avoid face to face communication of messages or walking around the school in different areas.	Low	All Staff
Cleaning	Children and adults contracting COVID 19	All rooms will be deep cleaned daily by cleaning staff – tables and areas around the rooms will be disinfected, as will floors which are not carpeted. Doors will be propped open around the school. Toilets will be deep cleaned daily. Staff will wear appropriate equipment and follow county guidelines. Teaching and Support Staff will only be allowed in the building from 7.30am until 4.30pm Monday to Thursday and	Low	Cleaning Staff Teaching and Support Staff

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		7.30am until 2pm on a Friday to allow extra time for deep cleaning. Teaching and Support Staff to wipe tables throughout the day as necessary and ensure tables and floors are clear at the end of the day.		
Parents and Visitors	Children and adults contracting COVID 19	Must not enter school building unless a previous appointment has been made and the appointment cannot be completed virtually or by telephone, Any face to face meetings must take place within social distancing guidelines. Visitors will be required to sanitise hands upon arrival and formal greetings such as handshakes are prohibited. Visitors protocol clearly displayed in Reception	Low	Office Staff
PPA time	Other adults being involved with classes – against guidelines which state that adults should remain with children all week	PPA is essential for all staff and supports their mental wellbeing and work/life balance. To avoid other adults being in contact with groups school will close for the afternoon session on Fridays for all children apart from vulnerable and key worker children. Closing times will be staggered YR 12.20pm, Y1 12.40pm and Y6 1.15pm. Children must be collected from usual collection points. When planning with team members staff must remain 2m apart from each other in a well ventilated room or preferably use Zoom or similar.	Low	All Staff

Completed by – Miss Sarah Moon (Deputy Head Teacher) 12th May 2020

Signed by _____ Head Teacher