



Risk Assessment for September 2020

This risk assessment should be read in conjunction of the guidance – Guidance for full opening – Schools Published 2 July 2020 (<https://www.gov.uk/coronavirus-taxon/education-and-childcare>)

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
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>Pupils who have medical needs must seek advice from their health professional before returning to school. If they are unable to come to school they should access the distance learning offered.</p> <p>Parents of children should seek medical advice If the child displays any symptom of COVID 19 at home – a high temperature, a new persistent cough or an inability to smell or taste. Children must not come into school but take a COV19 test. They must share this result with the school office. If the test is negative they may return to school, if they feel well enough.</p> <p>If the test is positive they must self- isolate with their families for 10 days and members of their own household 14 days. School will contact the local health protection team and follow the advice given</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 https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</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 maintained (such as for a very young child or a child with complex needs). A thermometer is available to take temperatures as necessary.</p>	<p>Low</p> <p>Medium</p> <p>Medium</p>

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		<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. Parents must provide evidence of the test result before a child can be readmitted to school.</p> <p>Where the child tests positive, the school will contact the local health protection team and follow their advice.</p>																																													
Staff Health	<p>Adult contracting COVID 19 and bringing it into school.</p> <p>Adult displaying COVID 19 symptoms whilst in school.</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. If a member of a staff members household has symptoms, they should self-isolate and must only return to work if their family member test is negative. If the test is positive the member of staff 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 school will contact the local health protection team and follow their advice.</p>					<p>Low</p> <p>Medium</p> <p>Medium</p>																																								
Entry/Exiting school (before and after school)	Amount of children entering the school with parents/carers – lack of social distancing	<table border="1" data-bbox="943 866 1890 1321"> <thead> <tr> <th></th> <th>Start School</th> <th>End of School</th> <th>Gate</th> <th>Entrance</th> </tr> </thead> <tbody> <tr> <td>Nursery</td> <td>8.30am</td> <td>3.15pm</td> <td>Main</td> <td>Main Nursery doors</td> </tr> <tr> <td>Reception</td> <td>8.30am</td> <td>2.45pm</td> <td>Main</td> <td>Reception 1 – Side gate Reception 2 – through main entrance</td> </tr> <tr> <td>Year 1</td> <td>8.30am</td> <td>2.50pm</td> <td>KS1</td> <td>Through Y1 door</td> </tr> <tr> <td>Year 2</td> <td>8.40am</td> <td>3pm</td> <td>KS1</td> <td>Through Y2 door</td> </tr> <tr> <td>Year 3 and 4</td> <td>8.40am</td> <td>3pm</td> <td>KS2</td> <td>Y3/4A Through middle door Y3/4 B and C Through end door</td> </tr> <tr> <td>Year 5</td> <td>8.50am</td> <td>3.10pm</td> <td>KS2</td> <td>5A Through class back door 5B Through Cloakroom</td> </tr> <tr> <td>Year 6</td> <td>8.50am</td> <td>3.10pm</td> <td>KS2</td> <td>6A and 6B through individual class cloakrooms</td> </tr> </tbody> </table> <p>Staggered Start and finish times as listed above.</p>						Start School	End of School	Gate	Entrance	Nursery	8.30am	3.15pm	Main	Main Nursery doors	Reception	8.30am	2.45pm	Main	Reception 1 – Side gate Reception 2 – through main entrance	Year 1	8.30am	2.50pm	KS1	Through Y1 door	Year 2	8.40am	3pm	KS1	Through Y2 door	Year 3 and 4	8.40am	3pm	KS2	Y3/4A Through middle door Y3/4 B and C Through end door	Year 5	8.50am	3.10pm	KS2	5A Through class back door 5B Through Cloakroom	Year 6	8.50am	3.10pm	KS2	6A and 6B through individual class cloakrooms	Low
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		<p>Key Points: Punctuality and rules of entry communicated to parents/staff prior to 3rd September. No lining up will take place – doors will be open for children to enter. SLT and Teachers 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>																									
Moving around school	Children/staff being in close proximity to each other and passing each other.	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.	Low																								
Break times/Lunchtimes	Children/ staff being in close proximity to each other.	<p>Staggered playtimes and Lunchtimes as below:</p> <table border="1" data-bbox="943 611 1476 1198"> <thead> <tr> <th></th> <th>Break time</th> <th>Lunch time (45 mins)</th> </tr> </thead> <tbody> <tr> <td>Nursery</td> <td></td> <td>11.30 – 12.15pm</td> </tr> <tr> <td>Reception</td> <td></td> <td>11.30 – 12.15pm</td> </tr> <tr> <td>Year 1</td> <td>10.15 – 10.30am</td> <td>11.45 – 12.30pm</td> </tr> <tr> <td>Year 2</td> <td>10.15 – 10.30am</td> <td>11.45 – 12.30pm</td> </tr> <tr> <td>Year 3 and 4</td> <td>10.30 - 10.45am</td> <td>12 – 12.45pm</td> </tr> <tr> <td>Year 5</td> <td>11 – 11.15am</td> <td>12.15 – 1pm</td> </tr> <tr> <td>Year 6</td> <td>11 – 11.15am</td> <td>12.15 – 1pm</td> </tr> </tbody> </table> <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.</p>		Break time	Lunch time (45 mins)	Nursery		11.30 – 12.15pm	Reception		11.30 – 12.15pm	Year 1	10.15 – 10.30am	11.45 – 12.30pm	Year 2	10.15 – 10.30am	11.45 – 12.30pm	Year 3 and 4	10.30 - 10.45am	12 – 12.45pm	Year 5	11 – 11.15am	12.15 – 1pm	Year 6	11 – 11.15am	12.15 – 1pm	Low
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		<p>Staff should serve salad and cutlery and should wear gloves. Children will stand on x marks to socially distance in the queue. Only 3 people in the serving area at any one time.</p> <p>Children should sit in classes in the hall and should only mix with other children in their classes.</p> <p>Children will be in specific playtime and lunchtime zones and will only mix with other children from their year group. Play equipment must be used only by a year group bubble and cleaned daily.</p> <p>Windows and doors to kept open for ventilation</p>	
<p>Equipment being used by children and staff in EYFS and Y1</p>	<p>Equipment being touched by several children/adults</p> <p>Children may put resources/toys into their mouths,</p> <p>Children touching equipment outside</p>	<p>Access to playdough and other malleable objects should be on an individual basis and there is a separate risk assessment for this. Indoor and Outdoor sandpits to remain covered.</p> <p>Resources to be sprayed with antiviral spray at the end of each day or If resources cannot be washed or sprayed they can be ‘quarantined’ for 72 hours.</p> <p>Books- to be changed daily (difficult to spray) Any wooden or plastic toys to be sprayed or rotated.</p> <p>Adults in YN and YR may need to reduce the number of resources available to children to ensure the cleaning of resources is manageable.</p> <p>Water play can be used by the children but this must be in individual pots/trays and changed regularly. Writing equipment and paintbrushes to be sprayed or rotated at the end of each day, it is not possible for children to have their own individual equipment so this measure is in place instead.</p> <p>Sofa, chair coverings and large rugs back into YN and YR – rugs to be sprayed with antiviral spray daily and hoovered daily (by cleaning staff). Sofa cover to be washed weekly. Any other soft furnishings to be sprayed or rotated (for example teddy reading buddies)</p>	<p>Low</p>

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		<p>Any resources that need deep cleaning will be done at the end of the week. YR< YN and Y1 staff will wipe down frequently touched surfaces such as tables as needed. To be thoroughly cleaned by cleaning staff at the end of the day.</p> <p>Play equipment that encourages children to put things in their mouths will not be available – home corner will be closed off - food, cups, plates etc. will not be out in provision. Other role-play areas can be made, for example and office or a shop.</p> <p>Resources/equipment stay in “bubbles” risk plastic outdoor equipment – bats, balls, hoops, football, climbing equipment should be sprayed/wiped down at the end of the day or resources rotated. Outside areas to be separated into two zones – keeping YN and YR separate. The two year groups will be in separate bubbles.</p>	
Equipment being used by children and staff in Y1 upwards	Equipment being touched by several children/adults	<p>All children to have individual packs of stationary – such as pens, pencils, ruler etc.. In year 1 due to continuous provision stationary will be shared and cleaned in the same way as the EYFS – please see above.</p> <p>Classroom based resources such as books and games can be used and shared within each class but must be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment must be cleaned regularly and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p>	Low
Toilets	Too many children in the toilet area at one time.	<p>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.</p> <p>Children should only use the toilets allocated to their year group bubble:</p> <p>Nursery – Nursery Toilets Reception – Reception Toilets Year 1 – Year 1 Toilets Year 2 – Year 2 Toilets Year 3/4 - Current Year 4 Toilets Year 5 – Year 5/6 Toilets Year 6 – Toilets outside MC classroom.</p>	Low

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		<p>All classes to use toilets separately where possible. TAs to monitor toilet usage and queue</p>	
Classrooms Y1-Y6	Children and adults in a confined space – risk of infection.	<p>Indoors, each class is a self-contained Bubble, except during autumn term transition from EYFS to Y1 (due to continuous provision) Year 1 will become a bubble indoors. Adults should aim to maintain a distance of 2m between them and children. Where this is not possible staff should minimise time spent within 1m of anyone. For children who are old enough, they will be taught not to touch staff or their peers. Pupils should be seated side by side and facing forwards. Classrooms must be well ventilated and have doors propped open. Equipment when used by individuals or groups of children must be cleaned. Where targeted interventions are required, children from Bubbles within the same year group may work together but contact will be minimised and social distancing will be in place where possible.</p>	Low
Classrooms - EYFS	Children and adults in a confined space – risk of infection.	<p>YR to be one bubble, YN to be another.</p> <p>Carpet area to be used, children encouraged to sit spaced apart.</p> <p>Children will need to move around the classroom to access different resources, it is not reasonable to expect YN & YR to be sat at tables for long periods.</p> <p>Resources will be spread across the classroom to avoid many children being in the same area. If adults feel that too many children are at one activity/table they can encourage some children to move to a different activity.</p>	Low
Cloakrooms	Too many children at one time in a confined space – risk of infection.	<p>Cloakrooms to be allocated to individual classes, with the exception of 5A who will put items in their classroom.</p> <p>Bags and coats to be hung up and shoes should be changed in classrooms – to avoid too many children congregating in a small place.</p>	Low
Hall	Children and adults in a confined space – risk of infection.	<p>Hall to be entered by the outside door (apart from Reception Classes) and exited by the hall door.</p> <p>Hall may be used for PE activities and other activities as long as social distancing is observed. PE will be outdoors wherever possible.</p>	Low

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		There will be no whole school collective worship in the hall until further notice. Collective Worship will take place virtually via Zoom.	
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. Three staff rooms available for staff to use – staff room, Year 5/6 classroom (CM classroom) and gallery above Y3/4. All staff rooms to have proper facilities, such as microwave, kettle, toaster and small fridge.	Low
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 in the office behind Reception. Upstairs office – all staff and children to remain 2m apart from adults working in upstairs office.	Low
Medical room and Nursery changing area	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. Gloves must be worn for changing nappies and if children wet/soil themselves as per normal practice. 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
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
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 complete all registers on line. All staff should avoid face to face communication of messages or walking around the school in different areas.	Low
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 at least twice a day. Staff will wear appropriate equipment and follow county guidelines. Staff are asked to vacate the school premises by 4.30pm every day, apart from staff meeting times – so that cleaning staff can perform enhanced cleaning daily.	Low

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Waste Disposal of potentially contaminated waste.	Children and adults contracting COVID 19	Bins with lids to be used for any potentially contaminated waste. A lidded bin should be found in each department. If this is used, the site supervisor must be informed. Waste bags and containers should be kept closed and stored separately from communal waste for 72 hours. If masks are worn and need to be removed, they should be removed via the strap by the ears and the mouth area should not be touched. Hands must be washed immediately before and after removal of a mask. Masks should be placed in a lidded bin.	Low
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. Maintenance schedule will be planned to safeguard children and adults working on site, i.e staff will vacate an area a contractor is working if appropriate.	Low
Changing for PE	Children in close proximity to each other and potentially spreading COVID 19	Changing for PE will not be required until further changes to the guidance. Children should change into trainers for PE activities.	Low
Extra - Curricular Provision	Children mixing with other children not from their bubbles and potentially spreading COVID 19	All Extra Curricular activity clubs to be postponed until at least January 2021. Breakfast and After School Club to run in the Diamond Building. Children to be placed into three consistent groups run by an adult who will stay with the group. Children should be served all food and snacks at individual bubble tables and should adhere to the school's policy on hygiene and handwashing. Please see individual risk assessment for Wrap around provision.	Low
INSET and Staff training	Adults contracting COVID 19	All whole staff training to take place in the hall, where staff can socially distance appropriately. Door and windows to be propped open to ensure the area is well ventilated. Departmental meetings should take place in an area where social distancing can take place and the area must be well ventilated. Remote meetings may also be used for training purposes.	Low
Adults who work in school, but are employed by	Adults and children contracting COVID 19	St Leonard's will provide a space for a person to work, which is well ventilated. Persons must read and agree to follow this risk assessment, in conjunction with the risk assessment of their company.	Low

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another organisation		St Leonard's should have a copy of the risk assessment on file from the company, prior to adult working in school.	
Travel to School	Adults and children contracting COVID 19	Information shared with parents that children will ideally will walk or cycle to school with one family member, avoiding use of public transport as much as possible. Families should not car share with children from different bubbles.	Low

Completed by – Miss Sarah Moon (Deputy Head Teacher) Updated 27/8/2020

Signed by _____ Head Teacher