



Risk Assessment for Returning to School

UPDATED: 5th JUNE 2020

Reviewed 22nd June 2020

Reviewed 29th June

Reviewed 6th July

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Assessment written by: Claudia Aquilina and Geraldine Leahy

Date: 15th May 2020

Shared with:

Governors: Y/N **Date:** 19th May 2020

SLT: Y/N **Date:** 20th May 2020

Staff: Y/N **Date:** 21st May 2020

To be viewed in line with the following policies:

- Health and Safety
- Covid –19 Procedures
- Safeguarding and Child Protection
- Staff Code of Conduct including confidentiality
- First Aid and Supporting Pupils with Medical Conditions
- Assessment
- Data Protection

To be used in conjunction with the [Covid-19 Return to School Staffing Plan](#) and [Covid-19 Plan for Returning to School](#)

Hazards	Who is at risk of harm	Level of Risk (Low Medium High)	Actions to minimise risk	UPDATE (include date)
Clinically vulnerable and clinically extremely vulnerable	<ul style="list-style-type: none"> • Staff • Pupils 	Low	Staffing <ul style="list-style-type: none"> • Open communication with staff and ensuring that those classified as clinically extremely vulnerable are shielding. • Allocation of other jobs for such members of staff that can be done remotely. • Ensuring that teaching staff classified as such are clear with regards the requirements for planning. 	

			<ul style="list-style-type: none"> • Planning carefully replacement staff. <p>Pupils</p> <ul style="list-style-type: none"> • Pupils not attending school • Ensuring virtual learning for pupils that are classified as clinically extremely vulnerable. 	
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Children • Cleaners • Vulnerable groups –with existing underlying health conditions • Anyone else who physically comes in 	High	<p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place: on arrival, before and after eating, after sneezing/coughing and frequently throughout the day. • See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ (child friendly posters next to all wash basins) • Drying of hands with disposable paper towels. • Children and staff to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. • Children reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it (posters displayed around school) and to avoid touching face, eyes, nose or mouth with unclean hands. • Tissues will be available on all class tables. 	

			<ul style="list-style-type: none"> • Creams (Aveeno) to be available for cracked hands for both staff and children in the medical room ensuring that hands are washed thoroughly before this being touched. • Hand sanitisers 	
		High	<p>Cleaning</p> <ul style="list-style-type: none"> • Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products (Milton). In classroom in a locked cupboard there will be a cleaning product available for staff to be able to use. • Rigorous checks will be carried out by SLT to ensure that the necessary procedures are being followed. • Daily thorough cleaning (Birkin) • Bins to be emptied regularly during the day. • Class doors and windows to be kept open to avoid handle touching and improve air flow. • Cleaning between different groups in the lunch hall • If a new group moves into a classroom cleaning is done in between. • Parents given advice on personal hygiene and washing of clothes for their children after the school day. 	

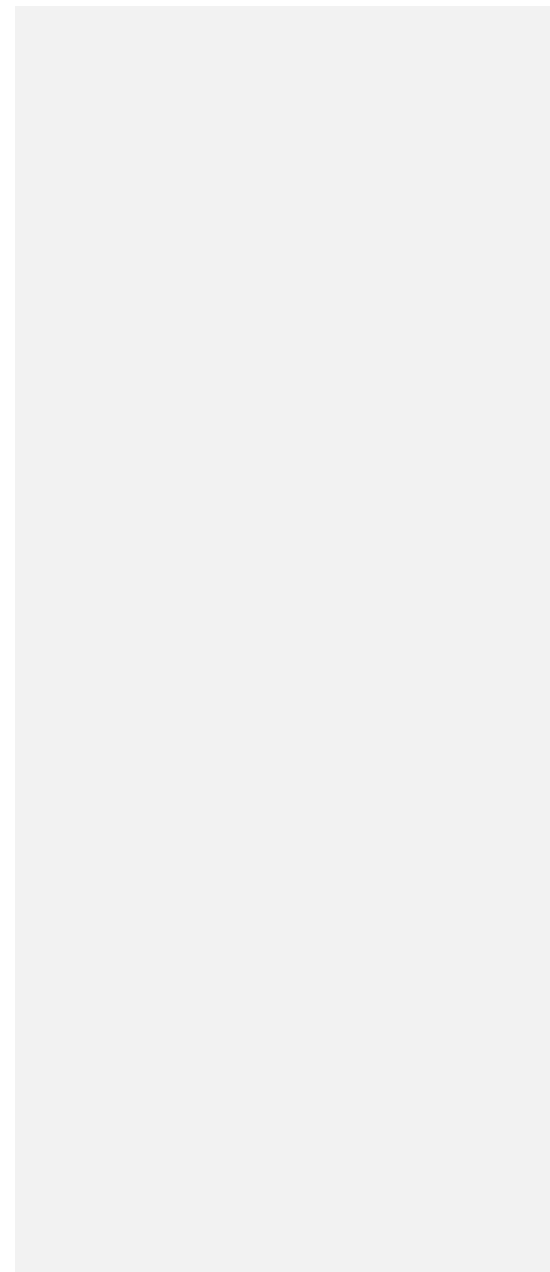
		Medium	<p>Social Distancing <i>(Early years and primary age children cannot be expected to remain 2m apart from each other and staff. – Guidance on gov.uk – Opening schools for more children and young people: initial planning framework for schools in England 12 May 2020)</i></p> <ul style="list-style-type: none"> • Pupils to work in groups not larger than 15. • Corridors to be used on a one way basis at any given time – a one way system in place marked clearly by arrows. • Rooms accessed directly from outside where possible. • Groups/classes allocated specific parts of the outdoors. • Posters, leaflets and other materials are available for display and games/songs to encourage the children to practise these habits. • Signs in car park to show one-way entrance and leaving the school premises and markers on floor to indicate 2m distances. • Only one parent for drop off/pick up. • Parents encouraged not to congregate at the entrance? • Staggered start & finish times for the different classes. • Staff not required on-site are to work from home to reduce number of staff on site at any one time. 	

			<ul style="list-style-type: none"> • No use of staff room apart from making hot drinks and storing lunches. • Conference calls to be used instead of face-to-face meetings. • Ensuring sufficient rest breaks for staff. • Children and staff where possible only mix in a small, consistent group. • In classes, desks are spaced as far apart as possible and pupils keep to the same desk where possible. • Toilets - limiting the number that use them at any one time (supervised by staff) and caretaker to clean taps etc.. after breaks and lunches. • Clear communication to parents prior to reopening and regular reminders that their child should not attend school if they or someone in their household is displaying symptoms of COVID-19. <p>Coming to work and leaving work</p> <ul style="list-style-type: none"> • Pupils to store any coats and packed lunches/bags on coat hooks that are further away from each other or outdoors. (Nursery to hang their coat and bag on the fence outdoors, Reception to have coats on their individual chairs outdoors and bags under their individual chair, Year 1 and 6 to use coat pegs that are further away from each other) • Staff to store bags and coats in the classroom cupboards used only for staff. 	
		Low	Mental Health	

			<ul style="list-style-type: none"> • SLT will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help <p>Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress</p> <ul style="list-style-type: none"> • Regular communication of mental health information and open door policy for those who need additional support. • Activities focus on well-being of pupils, to overcome anxiety and any safeguarding concerns. • Enrichment activities to be a focal point. • Planned daily check-ins with an adult that they trust for SEND/EHC plans pupils ensuring they are supported with the new routines etc.. • No work related travel currently. 	
		High	<p>General First Aid</p> <ul style="list-style-type: none"> • Nursery bubble staff are all first aid trained and they are to use their first aid to treat pupils. If they are getting close, gloves and surgical mask to be used. Reception and Year 1 always a first aid trained member of staff – use of first aid kit and if close gloves and surgical masks. Year 6 one bubble has a first aider and the other will call a member of the office team who are first aid trained. Bubble first aid 	

			<p>kits to be used and if close gloves, surgical masks to be used by first aider.</p> <p>Child/Adult becomes unwell</p> <ul style="list-style-type: none"> • Distinguish between unwell with symptoms of COVID or just unwell? • First aider to use personal protective equipment (visor, apron and gloves) to care for the pupil, and pupil to be isolated in the medical room and supported by just one adult whilst awaiting collection. • Need to be sent home straight away. • Children or staff displaying symptoms to be tested - arranged through 111 online (by parents for children). • If positive result, whole small class group and adult are asked to isolate for 14 days. 	
		Low	<p>Resources</p> <ul style="list-style-type: none"> • Limit the number of shared resources that are taken home by staff and pupils (e.g. books). • Limit the exchange of resources in school. • Resources wiped down or washed between usage. • Soft toys and soft furnishings packed away. • Pupils asked to bring in their own of pencil case. 	<p>Pencils allocated to trays and therefore no pencil cases to come from home.</p> <p>No work to go back home- photos taken and uploaded onto Edmodo</p>
		Low	Communication	

			<ul style="list-style-type: none"> • Staff to have an online staff meeting to finalise arrangements • Protective steps communication to the parents • Drop off and pick up times and protocol shared with the parents. 	Weekly staff meeting set for Friday mornings at 9:00am through TEAMS
		Low	Lunch <ul style="list-style-type: none"> • Chartwell providing PPE for staff. • Chartwell staff to enter and leave building through kitchen door. • Food to be plated for pupils and placed on a table from where pupils collect. • Only one group at a time with distancing. • Tables between groups cleaned. 	Two groups in hall with social distancing using the different ends of the hall.
Managing visitors and contractors	<ul style="list-style-type: none"> • Staff • Pupils • Contractors 	Low	Regular contractors (Chartwell and Birkin) <ul style="list-style-type: none"> • Chartwell entry and exit through kitchen door. • Staff to stay in the kitchen so no direct contact with pupils • Children to not lean on the hatch when being served to keep distance. • Birkin cleaners come out of hours – so no pupils in school. Contractors irregular <ul style="list-style-type: none"> • Only if at all essential during the time pupils are on site • Directed by caretaker taken to fault from the outside of the building. 	



			<ul style="list-style-type: none">• Office staff to record entrance and exit times, sanitiser next to reception available.• Poster on display at the entrance to remind social distancing. <p>Deliveries</p> <ul style="list-style-type: none">• Note before the carpark to call office (with school telephone number) and caretaker or office member to take delivery from the pavement. Food deliveries directed straight to kitchen door.	
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