**Risk Assessment Overview: For Full opening September 2020**

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| **Details** | | | | | | |
| **School:** Avanti Court primary School | **Department:** | | | | | |
|  | **Whole School** | | | | | |
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| Risk Assessment Title: | | | | | | |
| **General Risk Assessment – Coronavirus COVID 19**  **Schools Compliance measures with “Implementing protective measures in Education and Childcare settings”.** | | | | | | |
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| Who is at Risk? | | | | | | |
| **People at Direct Risk:** | | **Other People Who Could be Affected:** | | | | |
| **Staff, Pupils and Visitors** | | **Parents** | | | | |
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| **Summary of Risk** | | | | | | |
| **What is your assessment of the risk before the ACTION PLAN is completed?:** | **Low risk** | | |
| **What will the level of risk be after the ACTION PLAN is completed?:** |  | |  | |  | **Low risk** |

*Note: if the risk is still classified as ‘High’, even if you were to complete the action plan, then the hazard should be neutralised immediately*

*(e.g. by stopping the activity or making the area safe) and the school safety co-ordinator and the relevant manager should be informed.*

**Assessment and Action Plan**

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| What are the hazards | **What might happen?** | **Controls** | | **Control in Place?** | | | |
| **Yes** | **No** | **N/A** | |
| Contact with Individuals who are unwell with COVID 19 - General | Direct transmission of the virus to well individuals | Schools “Sickness Policies” updated to ensure that staff and pupils that are displaying symptoms of COVID 19 are excluded from the school site for at least 7 days or until they are symptom free or confirmed to be COVID 19 free by testing.  (phe guidance: Stay at Home: guidance for households with possible coronavirus (COVID 19) infection.)  If a member of staff/pupil becomes unwell and shows symptoms of the virus they will be sent home and advised to follow the Stay at Home Guidance | | X |  |  | |
| Schools “Sickness Policies” updated to ensure that staff and pupils that have someone in their household displaying the symptoms of COVID 19 are excluded from the school site for 14 days.  (phe guidance: Stay at Home: guidance for households with possible coronavirus (COVID 19) infection.) | | X |  |  | |
| Update the school’s “Contractor Policy” to ensure that it covers how requirements for contractors attending the school site are symptom free from COVID 19 and that any work required will be delayed until a safe date can be arranged or replaced with another well contractor. | | X |  |  | |
| Communicate the updated school Sickness Policies to Parents and Staff | | X |  |  | |
| Contact with Individuals who are unwell with COVID 19 – General | Direct transmission of the virus to well individuals | Communicate the updated “Contractor Policy” with existing contractors and for new contractors as required. | | X |  |  | |
| Develop new Visitor and Contractor arrangements for the school. Visitors are only allowed to attend the site and meet school staff by prior appointment or by good reason (delivery drivers). Otherwise they will be asked to leave the site. | | X |  |  | |
| All visitors and contractors who will access the school beyond reception will be asked to complete a questionnaire and sign to say they are not suffering from COVID 19 like symptoms or in the recovery phase. This document will be stored securely and disposed of at the end of each half term.  No parents will be allowed on site unless to pick up a child who is unwell or to assist with intimate care.  No unauthorised visitors will be allowed on site. | | X |  |  | |
| Any visitor or contractor admitting that they have symptoms will not be admitted to the school and asked to leave. | | X |  |  | |
| Contact with unwell individuals – who develop unconfirmed symptoms on site. | Direct transmission of the virus to well individuals. | Staff or pupils that develop unconfirmed symptoms whilst on the school shall be placed in isolation away from staff or their cohort group as soon as practicable.  The isolation area will be cleaned as soon as the child/adult leaves the site to avoid the risk of the infection spreading. | | X |  |  | |
| For children, normal safeguarding measures remain in force, and they should be supervised in an appropriate manner by a member of staff maintaining a distance of at least 2m. | | X |  |  | |
| Contact with unwell individuals – who develop unconfirmed symptoms on site. | Direct transmission of the virus to well individuals. | For younger children where direct supervision is required then the attending member of staff shall be provided with appropriate PPE, including gloves, disposable apron and an appropriate fluid resistant surgical face mask should be worn. Eye protection should be provided if there is a risk of splashing - vomit. | | X |  |  | |
| Parents should be contacted, and the child / young person collected as soon as practicable.  Staff who are unwell or develop symptoms will be asked to leave the site as soon as possible. | | X |  |  | |
| If a bathroom is required for the isolated person – they shall use a separate bathroom to other people if possible. If not, the bathroom should be quarantined after use until it can be cleaned and disinfected thoroughly. | | X |  |  | |
| School should encourage the parents to have the child/young person tested. | | X |  |  | |
| Contact with unwell individuals – who develop unconfirmed symptoms on site but later confirmed by NHS testing. | Direct transmission of the virus to well individuals. | If the unwell person tests positive, then the child’s class or group should be sent home and advised to self- isolate for 14 days. Appropriate procedures are in place to contact parents promptly  Liaison with Public Health England is to be expected. | | X |  |  | |
| Contact with unwell individuals – who develop unconfirmed symptoms on site but later confirmed by NHS testing. | Direct transmission of the virus to well individuals. | In the event of a positive test the school should ensure that the classroom and resources that the child or person used should be quarantined until it has been subject to a detailed deep clean above the normal school practises as soon as practicable, Cleaning conducted in accordance with COVID 19: cleaning in a non-healthcare setting. | | X |  |  | |
| Appropriately trained staff should be available throughout the normal school day to conduct emergency deep cleaning of potentially contaminated areas. | | X |  |  | |
| Direct contact with airborne droplets from carriers. | Direct infection of a well individual with virus particles | School to promote to all staff and pupils in an appropriate manner good respiratory hygiene practises as typified by the NHS campaign “Catch it, Kill it, Bin it”. This should be repeated frequently. | | X |  |  | |
| Teaching staff to supervise children and tell them to use a tissue or the crook of their arm if they want to sneeze or cough. | | X |  |  | |
| Appropriate signage to be placed on display in all rooms, offices, corridors etc. | | X |  |  | |
| A supply of tissues and appropriate wastepaper bin to be present in all rooms that are in use at the school. Bin to be emptied daily. | | X |  |  | |
| Pupils and staff are reminded to wash their hands using the appropriate method after sneezing. All class rooms will have sufficient soap/water and sanitizer. All offices will have sanitizer. All main entrances to the school have a sanitizer pump on the wall.  Children and staff will clean their hands when they arrive at school, return from breaks/PE and before eating.  Staff on duty in the lunch hall will ensure that every child entering the area will sanitize/wash their hands.  Staff on duty by toilets to ensure pupils are not forming a crowd.  Pupils with complex needs or very young children will be assisted by staff to wash their hands so that their hands are clean and the sanitizer/soaps are not ingested. | | X |  |  | |
| Direct contact with airborne droplets from carriers. | Direct infection of a well individual with virus particles | The guidance provided by Public Health England does not recommend the use of face coverings for general use in education settings unless for specific reasons as detailed in other areas of this risk assessment. If pupils and staff wear a covering it must be removed before they enter the school site- pupils to be reminded not to touch the front of their face covering when removing and must wash their hands immediately. | | X |  |  | |
| Direct contact with virus particles from hand contact surfaces.  **Personal Hygiene** | Direct infection of a well individual with virus particles transferred to hands to mucous membranes. | Staff are reminded to wash their hands on a frequent and regular basis using the approved “20 second” method. | | X |  |  | |
| Teaching staff are expected to supervise children in a manner appropriate to the age group to ensure that they wash their hands using the approved “20 second” method on a frequent basis. It is suggested at least as follows:   * On arrival at school * After visiting the toilet * Returning to the classroom after breaks * Before lunch time   Any other time deemed necessary by the supervising staff. | | X |  |  | |
| Teaching staff to be provided with appropriate resources to inform and instruct the pupils regarding the needs to wash their hands during the pandemic.  Books/ art/ science resources can be shared but these must be cleaned regularly. | | X |  |  | |
| Direct contact with virus particles from hand contact surfaces.  **Personal Hygiene**. | Direct infection of a well individual with virus particles transferred to hands to mucous membranes. | School to undertake the assessment of the ratio of wash hand basins to number of children present to facilitate frequent handwashing. Take appropriate action to increase number of wash hand basins if required. | | X |  |  | |
| Supplies of hand sanitizer gel should be provided in all rooms in use to allow children and staff to use them as required to reduce the frequency of hand washing. | | X |  |  | |
| Consider providing all staff with their own individual supply of appropriate hand sanitizer gel. | | X |  |  | |
| Ensure that the school buildings are provided with appropriate posters and signage to remind people / children present to wash their hands. | | X |  |  | |
| Social Contact on site – Staff. | Direct transmission of virus from carriers to well individuals | School to identify the staff that are classified as clinically vulnerable due to pre-existing conditions they should work from home. If this is not possible then an individual risk assessment is required. | |  |  |  | |
| Staff that live with somebody who is in the clinically extremely vulnerable class, are allowed to work from home. | | X |  |  | |
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| The staff room and facilities to be re-organised to allow 1 m social distancing or limit numbers of staff that can be present. | | X |  |  | |
| Staff not allowed to share resources/ materials or equipment within the staff room. Staff to be encouraged to bring in their own mugs, tea, coffee etc. | | X |  |  | |
| Social Contact on site – Staff. | Direct transmission of virus from carriers to well individuals | Staff briefings and meetings to be suspended or conducted via an online platform to avoid unnecessary gatherings on the school site which may compromise social distancing rules. | | X |  |  | |
| Social Contact on site – Children/Young people | Direct transmission of virus from carriers to well individuals | School to identify the children within the groups of children returning to school which are classified as being clinically extremely vulnerable and continue to support them being at home- this work will be monitored by the leadership team to ensure maximum engagement. | | X |  |  | |
| School to identify the children classified as being clinically vulnerable. For this group Parents must seek specialist medical advice that it is safe for them to return to the school setting. | | X |  |  | |
| Children that live in a household with somebody who is categorised as being clinically extremely vulnerable should be identified and only allowed at school if stringent social distancing can be adhered to otherwise measures shall be put in place to support them learning at home. A separate risk assessment may be required. | | X |  |  | |
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| Social Contact on site – Children/Young people  **Classrooms.** | Direct transmission of virus from carriers to well individuals | The school has assessed that identified classrooms for each allocated group has the space to allow adequate social distancing and has the facilities and equipment to meet the needs of the year group concerned. | | X |  |  | |
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| Social Contact on site – Children/Young people  **Classrooms. Cont.** | Direct transmission of virus from carriers to well individuals | Children must stay within their identified class/year group for the majority of the time. Children must not be allowed to change year groups unless for exceptional reasons. | | X |  |  | |
| Staff must stay with their class/year group throughout the day where practicable. | | X |  |  | |
| Social Contact on site – Children/Young people  **Playgrounds** | Direct transmission of virus from carriers to well individuals | Stagger break / playtimes / use of outdoor spaces so that different year groups are not using the space at the same time where space is limited. | | X |  |  | |
| Pupils will be reminded to play in year groups and to allow 1m+ distancing where possible. between areas to allow social distancing. Staff to be on duty to supervise and remind pupils of safe play/distancing. | | X |  |  | |
| Outdoor play equipment, including climbing frames can be used as the equipment be cleaned effectively between groups of children using it. | | X |  |  | |
| Sufficient staff should be present to supervise the children and ensure that they are maintaining social distancing as far as reasonably practicable and practising good personal hygiene e.g. not touching their face or eyes. | | X |  |  | |
| Social Contact on site – Children/Young people-playgrounds | Direct transmission of virus from carriers to well individuals | For younger children, introduce more structured play, by using games which promote social distancing instead of allowing “free” play. | | X |  |  | |
| Social Contact on Site - General | Direct transmission of virus from carriers to well individuals | Where possible implement one-way systems in and out of buildings to reduce mixing of people and children. This will remain in place in the Year 2 corridor and in the Year 1 corridor. | | X |  |  | |
| Gold class classroom should be accessed from the outside at all times in September to prevent overcrowding in the corridor. | | X |  |  | |
| Although transmission of the virus in corridors is low due to the transitory nature of people using the space, it is good practise to implement a “walk on the left” protocol. Teachers and staff to remind all children and staff. | | X |  |  | |
| Social Contact on Site –  Drop Off. | Direct transmission of virus from carriers to well individuals | Ensure that the drop off times for various year groups or year groups are staggered to reduce the number of people trying to access the school at one time. | | X |  |  | |
| Families should be informed that children should be brought to the site by only a single member of the same household wherever possible to reduce transmission risks. | | X |  |  | |
| Social Contact on Site –  **Drop Off**. | Direct transmission of virus from carriers to well individuals | The school will have a “drop off” protocol which will allow children to be dropped off at a secure point and then taken into the school by a member of staff (lower and upper playground for Yrs 1,2,3,4,5,6). | | X |  |  | |
| As a school there is appropriate signage and marking designating 2m social distancing to allow parents / guardians to drop off their children in a controlled manner ( Reception). | | X |  |  | |
|  | |  |  |  | |
| Social Contact - **Collection** | Direct transmission of virus from carriers to well individuals | Children should be collected by an identified member of their household if possible. | | X |  |  | |
| Collection times will be staggered to manage the collection process as much as reasonably practicable. | | X |  |  | |
| Collection protocol will ensure that pupils wait in the playground at the end of the day in Yr 3,4,5,6 with the class teacher, social distancing until parents/carers arrive.  Reception pupils will be dismissed from the EYFS outdoor area and Year 1 pupils will be dismissed from the gym. Nursery have their own exit point.  CLT and the Site team will be on duty to ensure children are picked up quickly and that parents/carers leave the site as soon as possible.  There will be no through walk way across the car park from Carlton Drive to the lower playground to maintain social distancing and to avoid the congregation of parents/carers. | | X |  |  | |
| Social Contact - **Collection** | Direct transmission of virus from carriers to well individuals | Communicate with the families that they should not be congregating in large groups outside of the school gates or at the collection points. Social distancing must be adhered to if possible. | | X |  |  | |
| Social Contact.  **Drop Off and Collection** | Direct transmission of virus from carriers to well individuals | Review and assess both the drop off and collection protocols on a daily basis. Take appropriate action to make changes and communicate with all interested parties. | | X |  |  | |
| Social Contact.  **Dining Hall** | Direct transmission of virus from carriers to well individuals | Ensure the lunch time period to allow effective staggering of the lunch timings for different year groups. | | X |  |  | |
| Maintain social distancing between year groups when in the dining hall (capacity 120). | | X |  |  | |
| Class groups should be brought in one year group/class group at a time- which will be cleaned after they leave | | X |  |  | |
| Classes will collect their food in their class bubble, which will be served on a disposable tray. The salad counter will no longer be self-service. | | X |  |  | |
| Dining tables and chairs as well as other bard surfaces will be wiped down using an appropriate sanitiser between classes/year groups.  *COVID 19: cleaning of non-healthcare settings.* | | X |  |  | |
| Social Contact.  **Dining Hall** | Direct transmission of virus from carriers to well individuals | Children in the dining hall will be reminded not to share food whilst eating. | | X |  |  | |
| There will no longer be a self-service open salad bar in operation from September 2020. | | X |  |  | |
| Trays, glasses, cups and cutlery shall be maintained in a hygienic manner and preferably handed to the child during service to reduce over transmission risks- these items will be disposable | | X |  |  | |
| Children should wash/sanitize their hands before entering the dining hall and appropriate sanitiser gel should be used before food is collected. | | X |  |  | |
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| Social Contact  **School hall / Assemblies** | Direct transmission of virus from carriers to well individuals | School assemblies will occur, and the use of online technology e.g. Teams to hold an assembly whilst the children are in their classrooms. | | X |  |  | |
| Social Contact  **School hall / Sports** | Direct transmission of virus from carriers to well individuals | PE for mixed year groups will not occur. PE lessons including yoga will take place as a class group. | | X |  |  | |
| Sports hall will be used but for a class group only. The teacher will inform the office when they are leaving the hall so that the cleaners can clean the equipment/floor/yoga mats.  Children to come to school/go home dressed in their PE kit to avoid changing in class. Teachers to inform classes of their PE times. | | X |  |  | |
| Social Contact  **School hall / Sports** | Direct transmission of virus from carriers to well individuals |  | |  |  |  | |
| Outdoor PE lessons are preferred to reduce the risk of transmission. However, the yoga room and mats will be used and there will need to be the use of the gym due to lack of outdoor space and weather. | | X |  |  | |
| Sports equipment will be effectively cleaned between uses / classes including yoga mats. | | X |  |  | |
| Social Contact:  **Teaching** | Direct transmission of virus from carriers to well individuals | All teachers to review their lesson plans or schemes of work to ensure they can meet the needs to promote social distancing and reduce the risk of disease transmission. | | X |  |  | |
| Children to be provided with individual resources where appropriate (stationary). | | X |  |  | |
| Teaching Staff to maintain social distancing with individuals within their classrooms where possible. | | X |  |  | |
| Social Contact:  **Wrap around care** | Direct transmission of virus from carriers to well individuals | Due to risks associated with virus transmission and the difficulty in keeping the different groups apart extra-curricular clubs will not take place in school until the Spring term-this will be kept under review.  Sherpa provision may take place as long as the company can ensure year group bubbles- this is under review. | | X |  |  | |
| Contact with virus particles on surfaces:  **Effective cleaning.** | Indirect transmission of virus from carriers to well individuals | School has a copy of “COVID 19: cleaning of non-healthcare settings” guidance for reference. | | X |  |  | |
| Contact with virus particles on surfaces:  **Effective cleaning.** | Indirect transmission of virus from carriers to well individuals | School has conducted a specific cleaning risk assessment to determine the frequency of cleaning of all areas of the school included high use / high risk areas and low risk areas. | | X |  |  | |
| Contact with virus particles on surfaces:  **Effective cleaning.** | indirect transmission of virus from carriers to well individuals | If, contract cleaners are employed discuss the requirements for a new cleaning regime at the school based on the guidance. A new service level agreement will be required. | | X |  |  | |
| **Effective cleaning.** | Indirect transmission of virus from carriers to well individuals |
| All school cleaning staff have received appropriate instruction and training with regards the requirements of government guidance and the wearing of identified PPE and the reasons for effective cleaning. | | X |  |  | |
| Contact with virus particles on surfaces:  **Effective cleaning.** | Indirect transmission of virus from carriers to well individuals | The schools cleaning regime shall be at least as follows:   * Each room that is in use shall receive a deep clean once per day. * Each room in use shall have its hand contact surfaces cleaned as frequently as necessary depending on the number of people present and use. * Each room is use shall have its high use hard surfaces cleaned frequently. * Any room that becomes contaminated with bodily fluids shall be quarantined and deep cleaned as soon as possible. * Hand contact surfaces in the circulation space of the buildings shall be cleaned in an appropriate manner on a frequent basis e.g. after each break. | | X |  |  | |
| School has identified high risk areas of the school buildings which may require higher frequencies of cleaning. | | X |  |  | |
| School has identified the staff responsible to conduct the cleaning in certain situations. | | X |  |  | |
| Contact with virus particles on surfaces:  **Effective cleaning.** | Indirect transmission of virus from carriers to well individuals | Complete a cleaning schedule specific to each area of the school to detail:   * What is to be cleaned, * What chemicals are to be used, * The frequency of cleaning, * Who is to undertake the cleaning, * Method of cleaning, * Safety precautions to be taken. | | X |  |  | |
| Ensure that each room in use at the school is provided with the correct identified cleaning materials and there is a system to identify shortages and replace them. | | X |  |  | |
| MSDS sheets are present for the chemicals in use at the school. | | X |  |  | |
| Identify any higher risk or new chemicals that require a separate COSHH assessment. Train cleaning staff on the findings. | | X |  |  | |
| Cleaning staff are required to wear disposable aprons and gloves for cleaning operations. After use they should be removed, double bagged and stored for 72 hours before disposal in general waste. | | X |  |  | |
| Contact with virus particles on surfaces:  **Effective cleaning.** | Indirect transmission of virus from carriers to well individuals | Conduct a separate PPE risk assessment if a risk assessment of the particular setting identifies a higher level of virus is present. Seek advice from the local Public Health Protection team on this matter if required. | |  |  | N/A | |
| Contact with virus particles on surfaces:  **Effective cleaning.** | Indirect transmission of virus from carriers to well individuals | Hard surface deep cleaning should be conducted using disposable cloths, mop heads or paper towels using a suitable method:   * use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine   or   * a household detergent followed by disinfection (1000 ppm av.cl.).   Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants. Ensure the school has adequate supplies of the above equipment and chemicals. | | X |  |  | |
| Used equipment shall be double bagged and then disposed of in general waste. | | X |  |  | |
| Contact with virus particles on surfaces:  **Effective cleaning.** | In Direct transmission of virus from carriers to well individuals | Assess there is sufficient waste storage space to securely store any increase in waste generated.  Increase the frequency of the waste disposal service. | | X |  |  | |
| Contact with virus particles on surfaces:  **Toilet facilities / handwashing.** | In Direct transmission of virus from carriers to well individuals | All toilet facilities shall be cleaned and disinfected on a basis as detailed above.  Toilets to be checked by the site team regularly. | | X |  |  | |
| Contact with virus particles on surfaces:  **Toilet facilities / handwashing.** | In Direct transmission of virus from carriers to well individuals | Ensure that there are measures in place to restrict numbers of pupils using toilet facilities at any one time- toilets to be supervised by staff during break and lunch times. | | X |  |  | |
| Provisions in place to monitor younger children using the toilet facilities/hand washing to ensure social distancing. | | X |  |  | |
| Ensure that all wash hand basins within the school are checked frequently (daily) to ensure they are provided with, warm water, soap, hygienic method to dry hands and appropriate sanitizer gel. Replace as frequently as necessary.  Hand dryers to be disabled and replaced with paper towels throughout the school. | | X |  |  | |
| Minimising contact with those who are unwell | Transmission of the virus | Everyone in the community has been sent the flow chart from the trust which inform them of the procedure of not coming into school if they have Covid symptoms or have tested positive in the last 7 days. | | X |  |  | |
| Minimising the spread of particles in the air | Transmission of the virus | Windows are to remain open for as long as the weather allows the school to do this.  Site keeper to open all windows across the school.  Doors can be kept open inside the building to allow for more air flow. | | X |  |  | |
| Contact with virus through bodily fluids | Transmission of the virus | Those members of staff who may be at risk form pupils who cannot control their behaviour such as spitting, coughing or sneezing or whose learning needs/disability will be given the necessary PPE. A risk assessment is in place for these members of staff/pupils. | | X |  |  | |
| Contact with virus through particles-wearing a mask | Transmission of the virus | The DFE has stated that there is no need for staff and pupils to wear a face covering whilst on site. Should this change the school will review this risk assessment. | | X |  |  | |
| The community/staff are not aware of Track and Trace | Transmission of the virus | The arrangements for all pupils, staff and the community to comply with the Track and Trace system has been communicated to all. | | X |  |  | |
| Managing a confirmed case of the virus in the school | Transmission of the virus | The school will undertake the DFE and PHE advice in terms of sending a child home with symptoms. It will be explained to the pupil/parent/staff member that they cannot return until the isolation period has passed or a negative result has been provided.  The Headteacher/Senior member of staff will liase with the health protection team in the event of confirmed case/s. The Head/Senior Teacher will seek the advice of the local health protection team on the sharing of information of confirmed cases. | | X |  |  | |
| Containing outbreaks | Transmission of the virus | Assurance will be given to staff whether a child or adult goes home with Covid symptoms- the necessary information after discussing with the Health protection team will always be treated as urgent and shared with staff at an early stage. | | X |  |  | |
| Social distancing | Transmission of the virus | In the EYFS given that children cannot socially distance- within the class group smaller bubbles will operate where possible. | |  |  |  | |
| Staff moving between bubbles | Transmission of the virus | Staff advised to try to keep a 1m+ distance between themselves and the children/others.  Staff moving from one class to the other e.g. SENDCO/PPA teachers to ensure they use their own resources. They wipe the computer keyboard before and after using and phones  Support staff who support children on a 1:1 will support the same children on a daily basis where possible. | | X |  |  | |
| Social distancing in corridors/lift | Transmission of the virus | In the morning staff in Yr 3,4,5,6 and yr 2 will meet their children in the playground and go into the building staggered.  Reception and nursery to use their own dedicated entrance which will be supervised by staff to ensure that one class goes into the EYFS area at a time.  Some classes e.g. gold will use the fire exit to enter and exit the building.  Year 6 classes to enter the building one at a time- with the class furthest away entering the building first.  Year 4 classes to enter the building one at a time with the class furthest away in the building entering first.  Year 5 classes to enter via the hall and to enter one class at a time with the class furthest away entering first.  Year 2 classes to enter the building vis the yr 2 entrance with the class furthest away entering first.  Yr 1 to enter via the gym- teacher to escort children to their classroom.  Children will be staggered when dismissed to avoid overcrowding and contact between pupils.  Parents will be reminded to contact the class teacher/office vis email if they need to speak to the class teacher rather than face to face meetings.  Children and staff to remember to keep to the left in the building.  Pupils who need support will have an adult to assist them when moving around the building.  The Site Manager and staff will be on site team and CLT will be on duty in the morning and after school to ensure the safe arrival and departure of pupils.  Those pupils with severe anxiety or with SEND needs will be escorted to their class line/teacher/TA by the parent | | X |  |  | |
| Social distancing in the playground/ breaks | Spread if infection | Playground time to be staggered so that only one-year group is out in a specific area at a time.  SLT/Middays and the Site keeper to be on duty throughout breaks to ensure there is no overcrowding and there is safe movement around the site.  Staff are able to use the staffroom/ PPA room/ library/ or their own classroom for their break. Staff to observe social distancing and not to overcrowd the staffroom.  Messages regarding social distancing will take place regularly and Covid will be an agenda item at weekly briefing and teacher/TA training sessions | | X |  |  | |
| Marking of books | Spread if infection | Staff informed to mark books on site and not to take them home to avoid the spread of infection. Staff to wash their hands regularly before and after marking books and avoid touching the face, lips, nose, eyes  Next step marking to be printed out for Autumn 1 and reviewed at the end of Autumn 1. | | X |  |  | |
| Staff well being | Stress/illness | The school will close at 5:30pm daily and staff will not be allowed on site until 7:15am to allow for a thorough risk assessment and cleaning.  Meetings are kept to a minimum with a clear start and finish time.  Staff advised to take part in daily meditation to support their well being  Staff advised to take their breaks and not to work through them.  The Senior team operate an open door policy and staff are advised that they can speak to them about their work load at any time.  Staff aware of the staff help line should they need support: Health Assured 0800 030 5182 | | X |  |  | |
| Public transport | Spread of the virus | Parents and pupils made aware of the benefits of walking/ cycling to school rather than using public transport if this is an option depending on where they live.  School currently in discussions with the LBR in relation to implementing a parking controlled zone outside of the school. | | X |  |  | |
| Attendance | Disruption to education | As published by the DFE attendance is mandatory from September 2020 for all pupils. Parents have been informed.  The Senior Team are on site and readily available to discuss any issues the parents/ children may have in returning to school and will seek further advice from the EWO if needed.  If a pupil has been identified by the hospital as being unable to return the school would ensure online learning is available and that the necessary support in place for the pupil. | | X |  |  | |
| School educational visits | Spread of the virus | There are no trips planned involving the use of public transport in the Autumn term. Only local trips within walking distance will be allowed once the risk assessment has been reviewed by the headteacher.  No overnight trips are permitted. | | X |  |  | |
| Curriculum expectations | Staff wellbeing | Staff have been consulted on the relevant changes to the curriculum as a result of the needs of the children and community.  Time will be given during the induction days in September to allow for any adjustments that need to be made, however the school will not know what these adjustments are until the children are assesses when they arrive in September.  Timetables will be evaluated at the end of the induction days to ensure breadth of curriculum and a balance between core and foundation subjects as well as the pastoral need.  **When the school receives catch up funding an action plan will be drawn up to show strategies and interventions as well as costings to ensure impact- this will be shared with staff.**  Pupils in Nursery and reception/year 1 should be given as much opportunity as possible to learn outdoors. | | X |  |  | |
| School uniform | Spread of the virus | All children will be expected to wear school uniform in September 2020.  All staff are expected to dress professionally. | | X |  |  | |
| Social distancing in classes when pupils are working at tables | Spread of the virus | Ensure pupils are sitting side by side facing forwards by adjusting the layout of classrooms in Yr 1-6 | | X |  |  | |
| Behaviour | Spread of the virus/anxiety | All staff to ensure they share behaviour expectations with all children at the appropriate level- see behaviour policy so that the expectations are understood and followed.  School to support those pupils who may struggle to reengage to ensure barriers are overcome. | | X |  |  | |
| Outbreak planning | Spread of the virus/anxiety/educational gaps in learning | Where a class or group of pupils needs to isolate or there is a local lockdown the school using Google Classrooms will be able to immediately provide remote education to pupils from nursery to year 6.  Printed resources will also be available to support those pupils without internet access.  Logs will be in place to monitor vulnerable children whilst learning from home.  Risk assessments for Vulnerable children will be in place to ensure they receive the same offer at home as at school. | | X |  |  | |
| Violence and aggression | Injury, stress, anxiety | Provision in place-the school will not tolerate violence and aggression towards staff and will take the necessary actions should any persons refuse to adhere to arrangements of social distancing or deliberately expose the school’s occupants to risk | | X |  |  | |
| BAME | Stress, illness, | Measures in place for staff to keep themselves safe such as social distancing  Clinically vulnerable members of staff and a risk assessment is in place  Ensure that Senior Leaders and staff are able to have clear and informed conversations about the risks to teams and the risks to any specific individual. The Headteacher and HR will use these conversations to identify any particular risks for an individual staff member  Where there may be particular risks for a staff member, develop a plan for work that fits their risk situation  Public Health Redbridge advice is that ethnicity is not in and of itself a ‘particular risk for an individual staff member’ | | X |  |  | |
| First Aid-Staff catch the virus through close contact with pupils when administering first aid | Stress, illness, | Children not showing Covid symptoms will be seen by a first aider outside of the medical room to allow for more space when treating children  First aiders to wear gloves when treating children and to be reminded to wash their hand after treating a child even after wearing gloves  Adequate numbers of first aiders trained to administer first aid  Eye protection is available for use if needed by first aiders for pupils who may need to be treated where there is a risk at fluids going on the face of the first aider or into their eyes | | X |  |  | |
| School bags/personal stationary | Spread of the virus | Only stationary provided by the school is to be used by pupils.  No pencil cases to be brought in from home to school.  Items in school book bags to be kept to a minimum e.g. reading record, reading book and water bottle. | | X |  |  | |
| Late children at the start/ end of the day | Contaminating other bubbles | Parents reminded to be punctual at the start and end of the day to ensure that bubbles are not contaminated.  At the end of the day the year group leader will keep late pupils with them in the main hall social distancing. When their parent/carer arrives MM will collect from the hall and handover to parents. Pupils in the hall will sit in an allocated area in their year group. | | X |  |  | |
| Celebratory fruit is brought in from home and shared between the class | Spread of the virus | Parents/carers to be reminded not to send in fruit to celebrate birthdays. | | X |  |  | |
| Sharing fruit brought in from home to eat in the playground Years 2,3,4,5,6 | Spread of the virus | Pupils reminded not to share the fruit brought in from home to eat at break times. Parents encouraged not to use plastic tupperware but to place fruit in a bag which can be disposed of. | | X |  |  | |
| Singing and the sharing of musical resources ( recorders) | Spread of the virus | No singing will be allowed in school during the autumn term in line with government guidelines.  No instruments which involve blowing will be used throughout the autumn term | | X |  |  | |
|  | |
| Fire Evacuation: potential spread of the virus due to the lack of social distancing | Death, injury, spread of the virus | In case of an evacuation pupils and staff will evacuate as soon as they hear the alarm and leave the building  Support staff and teachers to evacuate with their classes into the sign posted evacuation point for their class  Staff to take their class register and inform a fire marshal if a pupil is missing. Starch Field will be opened up to allow for more space between classes in light of the pandemic  DW, JL and JM to sweep the building if safe to do so (adequate number of staff to safely evacuate all personnel)  In the playground once evacuated if safe to do so adhere to social distancing  Fire drill to take place early September 2020  Staff to be informed of evacuation points during induction on the 3rd and 4th September  Fire risk assessment and evacuation plans revised in light of Covid  Personal Emergency Evacuation Plans in place | | X |  |  | |

NB. The above risk assessment has been devised using the following guidance:

# Coronavirus (COVID -19): implementing protective measures in education and childcare settings.

**Supporting vulnerable children and young people during the coronavirus (COVID – 19) outbreak.**

# COVID-19: cleaning of non-healthcare settings

# COVID-19: guidance for households with possible coronavirus infection

# COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable

**COVID 19: Staying Alert and safe (social distancing)**

**This risk assessment has been produced as a generic template for Schools to follow to give them a start on ensuring they are meeting the recommendations held in the guidance documents given above. This risk assessment does not take into account any specific circumstances found at your school which may mean you will have difficulty meeting the recommendations. It is important that you identify these “hazards” and conduct a specific risk assessment to identify the management controls required at your school.**

**These specific hazards can be added to this risk assessment. You are free to use this risk assessment how you see fit and make the appropriate alterations necessary to your school.**

**This risk assessment will remain under review by SafetyMARK to address any changes in Government / Public Health England advice. Updated risk assessments will be created and added to the Resource Library you have access to as soon as practicable.**

**Sign Off Sheet**

|  |  |  |
| --- | --- | --- |
| Assessor Details: | | |
| Assessor(s) name: Deborah Walters | Assessor(s) signature: | Date: 21st July 2020 |
|  | Deborah Walters |  |

|  |  |  |
| --- | --- | --- |
| School safety co-ordinator to sign below to accept the assessment | | |
| School safety co-ordinator’s name: Tricia Johnson | School safety co-ordinator’s signature: Tricia Johnson | Date: 21st July 2020 |
|  |  |  |

**This risk assessment has been shared with the NEU School Representative, the LBR and the Trust**

**This risk assessment was shared and amended on the 20th July with representatives from across the school including the Amin Team, Site management Team, Support Staff, Admin and Teachers in all three key stages.**

**This risk assessment was shared with all staff on the 21st July 2020- there were no amendments to be made from the whole staff body**

|  |  |  |
| --- | --- | --- |
| **A review of this risk assessment is to be undertaken annually or else if any changes occur that affect the facts given above** | | |
| **Date of review:** | **Reviewed by (Name):** | **Comments:** |
| September 2020 |  |  |
| October 2020 |  |  |
| November 2020 |  |  |
| December 2020 |  |  |