

Coronavirus Risk Assessment – for return to school September 2020

From ‘Guidance for full opening- schools’ DfE - 2.7.20

| | Hazard | Risk | Initial Rating – L,M,H | Control Measures to Reduce Risk | Responsibility | Further Actions | Final Rating – L,M,H |
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| Illness | 1. Unwell children and staff. | Coronavirus may enter the school and spread to other children and staff. | Medium | <ul style="list-style-type: none"> On entry to the school, children and staff asked whether they feel fit and well and whether they have a cough. Handwashing for 20 seconds for all on entry. Children will be reminded of the Coronavirus safety precautions at the start of every day. Any symptoms of Covid-19 reported or observed on arrival see section 7 below. | First Aid trained TA's under direction of the teacher. | | Low |

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| | <p>2. Spread of the virus – transmission between children</p> | <p>Coronavirus spreads quickly when people are in large groups.</p> | <p>Medium</p> | <ul style="list-style-type: none"> • Children are to work mainly in class groups within a larger colour coded group (38 in Nursery and between 60 and 72 children in other Year groups) for entry to and exit from school and at break and lunchtimes. Different groups must not be mixed during the day or on subsequent days. As far as possible the same staff members will work with a particular group. • There will be no assemblies or breakfast club or Sunflowers After School Club. • Social distancing of 1 metre plus will be maintained where possible. Staff to communicate maintaining social distancing to pupils and regularly reinforce this (in an age appropriate manner). • Rooms will be kept well-ventilated and doors propped open provided this meets other safety requirements (e.g. internal fire doors). • Children are to socialise and eat in their colour coded group. • Children will access the building from the outside doors. They will only bring essential equipment from home (including lunch boxes, water bottles and book bags) and will not access the corridors without supervision. They will be accompanied to the toilet one at a time, at a 2m distance by an adult. • Essential every day equipment will not be shared. Children will have their own individualised pack of essential equipment that they need to do their work. | <p>Staff</p> | <p>.</p> | <p>Low</p> |
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| | | | | <ul style="list-style-type: none">• Shared resources, including play equipment in nursery and reception will be cleaned before re-use.• Unnecessary items/furniture will be removed from classrooms where there is space to store it elsewhere especially any soft furnishings or items that have surfaces that are hard to clean.• In KS1 and 2 children will be sat side by side, forward facing where possible.• Children in KS1 and 2 must stay at their desk unless given permission to move.• After school clubs will be with Premier Sport only and each colour-coded group will be allocated a day so that children remain within their group. | | | |
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| | 3. Transmission between staff | Staff using communal spaces may increase the risk of spreading infection | Medium | <ul style="list-style-type: none"> All staff will be given a new Covid-19 code of conduct to follow and should immediately report any shortcomings in safety or breach of instructions to a member of the management team. Staff will be assigned to work almost exclusively within one of 8 colour-coded groups. If in exceptional circumstances, one member of staff has to work in two groups, this will not be on the same day. Staff must try to keep a 2m distance from each other and must not congregate together. Access to staffroom limited. Cleaning equipment available for staff to use to regularly clean surfaces in this area. System in place to ensure only one staff member accesses toilets in main building at once. Cleaning equipment available to wipe down surfaces after use. Cleaning equipment also available in the two toilets used in the KS2 block. If a member of staff opts to wear a face covering they will not be prevented from doing so. | All Staff | Ensure distribution of cleaning materials to staff toilets, staff room and each class room that is in use and any other communally used spaces. | Low |
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| | <p>4. Transmission between parents/carers</p> | <p>Parents communing in groups at the start and end of the school day may increase the risk of spreading infection.</p> | <p>Medium</p> | <ul style="list-style-type: none"> • If children need to be accompanied to school, only one adult should accompany them and collect them at the end of the day. • Staggered start and finish times for different classes to reduce numbers of people queuing outside the school gate. Different access and exit points used for the colour-coded groups. Parents told that children should not arrive until immediately before the start time for their class and that they must not gather in groups. • Queuing points marked on pavement outside classroom or school gate at least 1m distances. Clear signage to remind parents/carers and children to maintain at least the 1m distance. • Year 5 and 6 children encouraged to walk to and from school alone where possible. • Parents will not be permitted to enter the site unless they have a pre-arranged appointment that can be arranged safely or are collecting their children using the queuing system outside the designated classroom at the end of the day. • Any parents wishing to speak to the office must contact by phone first and will not be allowed ad-hoc access through main door into the lobby area. | <p>SLT, all staff, parents and children</p> | <p>Regular and clear communication with parents. Appropriate signage displayed to reinforce no access.</p> | <p>Low</p> |
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| | 5. Transmission between children and adults | For personal care and first aid purposes, closer contact may be required between staff and children. | Medium | <ul style="list-style-type: none"> • Staff to maintain 2m distance from pupils wherever possible. Children's desks placed 2m from where teacher teaches class. Much of teaching is from the front of the class. • In particular adults must avoid close face to face contact with children and minimise time spent within 1m distance of them (less than 15 minutes). • Need to administer First Aid or personal care – staff member will wear mask and gloves and goggles when delivering First Aid. • A member of the SLT will carry out regular monitoring of systems to ensure they are being complied with. | All Staff | Ensure sufficient PPE supplies for each class group. | Low |
| | 6. Children unable to follow safety measures | Very young children will not understand or be able to maintain appropriate hygiene or social distancing. | Medium | <ul style="list-style-type: none"> • Young children in particular will have clear instruction as to how to wash their hands thoroughly and will always be supervised whilst doing so. • They will be discouraged from having close physical contact with staff or peers as far as is practically possible. • If physical contact occurs – ensure immediate handwashing etc. | YR Staff | . | Low |

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| | 7. Child or adult develops symptoms in school. | Staff member or child appeared well on arrival but develops cough or sore throat. | Medium | <ul style="list-style-type: none"> • Child will be immediately isolated in in the language lounge, (child seated near the open window, supervised by a member of staff at a 2m distance. • PPE should be worn if a distance of 2m cannot be maintained (e.g. if medical assistance needed). • If the child needs the toilet whilst waiting to be collected, the toilet area they have used should be cleaned and disinfected after use. • The staff member helping the child must wash their hands for 20 seconds immediately after the incident. • There will be immediate cleaning of surfaces that have been in child's vicinity and their equipment is removed and stored safely. • Child is sent home (and any siblings) and parents are instructed to obtain a Covid-19 test for child who should self-isolate for a minimum of 7 days or until negative test result received (their household members should be told to self-isolate for 14 days). • School may supply a child with a testing kit if this will significantly increase the likelihood of them getting tested. • Member of staff who develops symptoms goes home and arranges to be tested for Covid-19. They self-isolate for 7 days minimum or until a negative test result is received (family members for 14 days). Cover by another teacher or HLTA is arranged | All staff | Room to be set aside specifically for isolation, that is not used for any other purpose. Extra thermometers available for use in school for use as necessary. Process and contact details to obtain Covid-19 testing circulated to staff and parents. | Low |
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| | | | | <ul style="list-style-type: none">• There is immediate cleaning of surfaces that have been in their vicinity and cover is provided.• If a test result is negative and the person feels well and no longer has symptoms they and other members of their household can stop self-isolating.• If someone who is self-isolating as a result of having been in proximity of someone who has tested positive, develops symptoms, they should get a test. If the test delivers a negative result they must stay in isolation for the remainder of the 14 days.• HT uses discretion in deciding whether to disband any groups which contain a child or member of staff who has developed symptoms, pending test results if local circumstances mean test results are not being received within 48 hours or if it is felt that there clearly an unacceptable risk to the rest of the group if it stays open. | | | |
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| | 8. Confirmed case in school | | Medium | <ul style="list-style-type: none"> • School will ask parents and staff to inform them immediately of the results of a test. • Where a child or staff member tests positive for Covid-19, school will contact the local health protection team for further advice. • School will send home those persons who have been in close contact with that person for a period of 14 days from when they last had that close contact. • The infected person must self-isolate for 7 days. If they still have a high temperature at that point, they should keep self-isolating until their temperature returns to normal. • Parents of all children and all staff are advised that there has been a positive test in school and what action has been taken as a result. Confidentiality will be maintained and no names released. • The relevant class space and any other areas occupied by the infected person will be closed off until they have been thoroughly cleaned and all surfaces disinfected. Full PPE to be worn by whoever is doing the cleaning. • If school have 2 or more cases in 14 days or an overall rise in sickness absence and corona virus is suspected, we may have an outbreak and will continue to work with the health protection team. They will advise on further closure. • HT considers school closure as necessary. | All Staff | | Medium |
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| | <p>9. Protection of 'Vulnerable Groups'</p> | <p>People in identified 'Vulnerable' groups are at higher risk from serious infection or death from Covid-19.</p> <p><i>'The exposure of vulnerable groups must continue to be reduced from normal levels'</i> (Our Plan to Rebuild – p20)</p> | <p>Medium</p> | <ul style="list-style-type: none"> • Staff and children in 'vulnerable' groups will work only in their colour-coded groups. • Staff in vulnerable groups will be excused from close contact tasks e.g. First Aid, changing children. • Staff in 'extremely clinically vulnerable' groups will maintain 2m social distancing. These people should make their line manager aware of this circumstance so allowance can be made. • The use of PPE where necessary and optimum hygiene measures in school will provide extra protection. | <p>SLT All Staff</p> | <p>SLT consider those in 'vulnerable' groups when assigning tasks in school.</p> | <p>Low</p> |
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| | 10. Lunchtimes | Children will have to leave their designated class space to eat lunch, but can socialise and play within their colour-coded group | Medium | <ul style="list-style-type: none"> • Lunchtime will be shortened to 45 mins. Children will eat and play within their colour-coded group, supervised only by staff from their group. • Each colour-coded group will be allocated dedicated MSAs and be supervised by three adults. • Lunches will be eaten outside where possible. • Lunches will be staggered with a 15 minute gap between the starts of each colour-coded group's lunch session. • When one class has finished all the tables and chairs will be cleaned by the MSA' • Only one child at a time allowed to visit toilets during lunchtime accompanied by an adult. • The outdoor area will be divided into zones. As a class finishes lunch and goes outside for play they will occupy a vacant zone with their adults. • One member of lunchtime staff per Bubble will carry a First Aid Kit with them at all times to administer on the spot First Aid where possible. | | Cleaning resources and access to PPE required for MSA's/lunchtime staff | Low |
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| | 11. Outdoor activities/PE | Some scientific evidence suggests that the virus spreads less easily in the open air. | Medium | <ul style="list-style-type: none"> Use of outdoor areas will be staggered with only one group in one area at a time. Children will only have access to the outdoors with their fixed group and will not mix with any other group. No changing for PE at school. Children will be asked to come in wearing PE kit on their PE day. They will be closely supervised by at least 2 adults. They will thoroughly wash their hands before and after outdoor activities. | | Premier Sport staff to be briefed about safety requirements/social distancing etc. PPE/First Aid resources to be taken outside in case needed. | |
| Hygiene | 12. Poor hygiene/handwashing | Handwashing procedures may not be followed and will cause the virus to spread. | Medium | <ul style="list-style-type: none"> Strict handwashing regime in place, children wash hands on arrival, when they return from breaks, when they change rooms and before and after eating. They do this one at a time at the sink, (or washing station) monitored by an adult. Signs up in working areas and toilets. Younger children practise daily how to wash their hands with their designated staff member. On return from the toilet, all children also wash their hands in classroom. | Teachers and Tas | Any child refusing to follow procedures will be dealt with following the discipline policy. | Low |
| | 13. Cleaning | The virus contaminating surfaces. | Medium | <ul style="list-style-type: none"> Children and staff wash or sanitise their hands frequently, and at the change of any activity. Directed by staff. Children will be allocated a fixed table and chair in their class group. Superfluous furniture to be removed if possible. Common surfaces that are touched during the day (e.g door handles, surfaces in toilets) will be regularly cleaned and disinfected throughout the day. | Teachers, TAs and pupils | Ensure new cloths and gloves are used when cleaning. Cover required when cleaning staff absent to ensure daily deep clean takes place | Medium |

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| | | | | <ul style="list-style-type: none"> • There will be bins with lids in every work space for tissues which are emptied throughout the day. • Children's toilets to be cleaned during the day. • Children will be 'trained' where possible how to wipe surfaces in the toilet with an anti-bac wipe when they have finished. (Younger children assisted by adults) • Deep clean of all occupied spaces in school by cleaning team at the end of each day. | | | |
| 14. Sharing resources | Children may pick up the virus by sharing resources. | Medium | <ul style="list-style-type: none"> • Each child must use only their own resources: -pen/pencil/felt tips/paintbrushes -laptop, reading book or maths equipment assigned to them. • 'Quarantine' boxes used for books that are to be changed in class or in the library. Books stay in the box for 72 hours before re-use. • Commonly used resources (e.g. PE equipment) must be cleaned by staff before use by another colour-coded group. • Children are frequently reminded not to share resources by staff members. | Teachers and TAs | Any child repeatedly refusing to follow procedures will be dealt with using the behaviour policy. | Low | |
| 15. Clothing | There is a possibility that Coronavirus may linger on clothing. | Medium | <ul style="list-style-type: none"> • Share with parents, children and staff that clothing worn in school should be changed on arrival at home as the virus may be carried on clothing for a period of time. | Staff and parents. | | Low | |
| 16. Maintaining supplies | The school runs out of hygiene and cleaning supplies. | Medium | <ul style="list-style-type: none"> • Carry out regular stock takes of cleaning equipment. • Office staff to monitor supplies and re-order as necessary. • All staff to be responsible for reporting shortages to office staff ASAP. | Staff, caretaker, Office Staff | In the unlikely event of a supply shortage, any soap, shampoo or washing up liquid can be used to wash hands. | Low | |

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| | 17 Visitors to school including Contractors | | Medium | <ul style="list-style-type: none"> • Visitors and contractors must wash or sanitise hands on entry and exit from building. • They will take advice from the office with regard to social distancing and safety during their visit. • Any equipment or surfaces they touch must be cleaned or wiped down afterwards by the person concerned. | | To mitigate the risk, use of contractors will be limited | Low |
| Behavioural Issues | 18. Aggression and contamination. | Specific children may contaminate staff, or other children, through close contact physical aggression, biting and/or spitting. | Medium | <ul style="list-style-type: none"> • An individual risk assessment will be written for any child known to exhibit these behaviours, before they can be admitted into school. • The risk assessment school identity the child's potential triggers, strategies and early signs which indicate the child is not managing. | Teacher and TA | | Low |
| | 19. Contamination | Faecal smearing I have left this in in view of possible Y1 return. I don't know these children so I don't know if an issue | High | <ul style="list-style-type: none"> • An individual risk assessment will be written for any child know to exhibit these behaviours and a tailored hygiene plan developed, before they can be admitted into school. | Teacher and TA | If faecal touching, smearing or eating has occurred, the child will go to the designated isolation room. The child is sent home to one of the emergency contacts provided to the school. Remove other children and staff for any contaminated areas. Deep clean arranged with cleaning provider. | Medium |

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| Staffing | 20. Staff Shortages | Too many staff are unwell at one time or are self-isolating to maintain staffing levels in the school. | Medium | <ul style="list-style-type: none"> Staff will work in the school in fixed groups to reduce contact and the risk of multiple staff being infected at one time. | Senior leadership | In the event of staffing shortages, other staff may be re-deployed or certain groups of children asked to stay home until the issue is resolved. | Low |
| | 21. Excessive mental pressure | Threat of the virus may cause staff and pupils increased levels of anxiety. | Medium | <ul style="list-style-type: none"> There will be considerable time devoted to talking to pupils as they return, listening to their concerns and reassuring them. PSHE sessions to be a main focus. Staff will take advice from SLT as appropriate if they have specific concerns about the mental health of any pupil and consider Safeguarding procedures as appropriate. Line managers will keep a regular check on the mental state of the staff that they manage and the emphasis will be on supporting each other and encouraging honesty and expression of any concerns. Staff have access to the Norfolk Wellbeing and the WVAT counselling service. | Staff, Team Leaders. | Line Managers to share significant general concerns with senior leaders. Senior leaders to review plans if necessary. | Medium |