



COVID-19 RE-OPENING Risk Assessment



Location / Site	St Oswald's CE VA Primary School
Activity / Procedure	September Opening to Years 2-6
Assessment date	15/07/2020 - to be updated regularly throughout autumn term

Government guidance states for schools states:

"As part of planning for full return in the autumn term, it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term. Settings should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level."

Government guidance for parents concerning re-opening of schools states:

"It is the government's plan that all children and young people, in all year groups, will return to school and college full time from the beginning of the autumn term."

The prevalence of coronavirus (COVID-19) has decreased since schools and colleges restricted their opening to most pupils in March, the NHS Test and Trace system is up and running and we understand more about the measures that need to be in place to create safer environments in schools. As a result, the government has asked schools and colleges to plan for all children and young people to return from the start of the new academic year.

The scientific evidence shows that coronavirus (COVID-19) presents a much lower risk to children than adults of becoming severely ill, and there is no evidence that children transmit the disease any more than adults. Of course, there will still be risks while coronavirus (COVID-19) remains in the community, and that is why schools and colleges will be asked to put in place a range of protective measures.

In order to effectively manage the risks that remain, things will be a bit different when children and young people return to school and college for the new academic year. This guidance sets out some of the changes and protective measures the government is asking schools and colleges to put in place and



what parents, carers, children and young people will need to do to help ensure schools and colleges are as safe as possible for everyone."

Red texts are control measures from Government Guidance - Guidance for Full Opening: Schools, implementing protective measures in education and childcare settings published 2nd July 2020

<u>Identify hazard</u>		Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards	
Lack of social distancing in the classroom resulting in direct transmission of the virus.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk - add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children to remain in year group 'bubbles' across the day, with their class based staff and the children in their year group. 2. Outside areas to be utilised as much as possible. 3. Desks to be spaced 1m apart wherever possible. 4. Children have own zip wallet pack of essential items (e.g. pencil, whiteboard, whiteboard pen, rubber, playdough, counters etc.) 5. Children keep to their desks when in the room and keep the same desk throughout their time in school, children will be forward facing and side to side, not face to face. 6. When in the classroom, children to stay at desks wherever possible. All resources children need will be placed on their desk at the start of the day to eliminate the need for them to move around the classroom and for adults to move around the classroom. 7. Some resources that would be difficult to clean e.g. books or blocks can have numbers reduced and then quarantined for 72 hours before being used again. 8. Other resources e.g. balls, pencils, plastic bricks will be wiped down between groups and again at the end of the day - these will be cleaned frequently and meticulously, or rotated to allow them to be left unused and out of reach 48 hours (72 hours for plastics) between use by different bubbles). 9. iPad trolley and iPad's can be used but must be wiped down after each use and recorded in the cleaning log - year group bubbles will be allocated a trolley. 10. Addendum's to the behaviour policy outline the updates linked to behaviour during this time, including the serving of time outs and cool downs within bubbles and the need for parent collection and intervention if there is any extreme behaviours from children, which poses a risk to themselves or their peers. 11. Lessons planned for individual work in the main 12. Feedback - using large whiteboards and interactive whiteboard and verbally, not close interaction where possible. 13. Bubble staff to maintain 1m distancing as much as possible. 14. Staff are assigned to bubble year groups and in the main, stay with these children throughout the day and on subsequent days, all teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. 15. Year group bubbles will not mix with other year group bubbles. 			



- 16. Children stay in the classroom for majority of the day and do not mix with other groups.
- 17. Packed lunches delivered to classrooms/field; waste cleared after children have finished eating and tables cleaned. Children will have access to two hot meals each week (Y2-4) and these will also be delivered to year group bubbles. Year 5 and 6 will have access to five hot meals a week for the first two weeks, with a view to rolling this out whole school if manageable.
- 18. Coats kept on the back of children's chairs, reception children based in class to use their class pegs.
- 19. No bags brought into school.
- 20. Minimise items transferred between school and home - e.g. no reading books/spelling books/home reading records. Water bottles and a coat will be the only item transferred between school and home.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE



Identify hazard		Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards	
Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk - add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Banding system allowing only two children at a time within the toilet area, if band is hanging outside toilet door, children must return to their bubble as it is in use. 2. Pupils taught how to use toilets safely. 3. Hand gel used after toilet use as well as washing hands. 4. Extra signs in toilet re washing hands. 5. Wedges for the external toilet doors if not fire doors. 6. Toilets cleaned throughout the day. 7. Soap and sanitiser monitored weekly to ensure stocks do not run low. 8. Increasing toilet cleaning undertaken by the caretaker. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards	
Lack of social distancing waiting to enter or leave school, resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk - add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Clear procedures for entering and leaving school, including timings, shared with parents. 2. Markers on the road outside of school indicating where parents are to wait - 2m apart. 3. Allocated gate for children to arrive and leave from. 4. Parents not permitted on site. 5. Only one parent permitted to collect their child. 6. No parents to be permitted onto the school site. 7. Parents must stay in cars until drop off/pick up time. 8. Year 5 & 6 children can walk to and from school but must adhere to their allocated time slot. If a year 5 or 6 child is a walker and misses their entry to school time, then parents will be called to collect the child, they will kept at the school gates and met by a member of staff, to wait 			



there.

9. Late arrivals will not be permitted into school until 9.15am, once all other bubble entries are completed.
10. Instructions shared re social distancing between families.
11. Signage for parents and children displayed outside the school.
12. HT and DHT to be accessible throughout for staff if support is needed.
13. Year group bubble staff will meet bubbles at the allocated gate to take temperatures and escort inside.
14. **Staggered drop off and pick up times for different year groups and separate entrances for each bubble.**

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards
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Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Control measures</u>	List your control measures required to reduce risk - add appropriate detail about the type and location of controls
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1. Allocated play areas for each bubble.
2. Gazebos will be made accessible to bubbles when outside, for additional shelter, only to be used by one bubble at a time.
3. **Playtime and lunchtime areas mapped out to ensure no contact is made, staggering unnecessary due to this.**
4. Allocated members of staff supervising specific playtimes and lunchtimes, then logged in the close contact monitoring log.
5. Static playtime equipment can be used but must be cleaned more frequently.
6. Games discussed which encourage social distancing - football passing, catch etc.
7. Use of plastic equipment allocated to bubble but this must be wiped down after each use.
8. If additional equipment is to be used then it must be cleaned thoroughly and placed into the STEM room for rotation of 72hrs and clearly labelled indicated the removal time from quarantine.
9. Staff supervision throughout - actively encouraging social distancing.
10. Children practise talking 2 metres apart - modelled by staff.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury - add
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		appropriate detail about the type and location of hazards	
Lack of social distancing when eating lunch resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk - add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children eat in their classrooms or designated outdoor area 2. As much as possible, meals supplied by school to minimise transfer between school and home 3. Meals brought to their classroom to minimise disruption 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards	
Lack of social distancing in the corridors resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk - add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children staying in their classroom, at their desks or outside in designated space. 2. See toilet procedures. 3. Messages to office/HT via email/walkie talkies. 4. Use of outside doors to move to outside play areas. 5. If moving class around the school - minimum 1 metres between children (movement around school to be avoided wherever possible in the first instance). 6. No need to use corridors apart from toilets and entering/leaving school. 7. Fire doors to be used for entry and exit to the building. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards	
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Contact of shared resources resulting in indirect transmission of the virus

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk - add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Zip bags with all books and general resources e.g. stationery, whiteboard, rubber, crayons etc to be kept on table and not shared between children. 2. Tables, door handles and other surfaces cleaned with anti-bacterial cleaner every night and throughout the day. This is to be recorded on a checklist in each room. 3. Lessons planned so resources are individual limit extensive sharing. 4. Resources on tables ready for the start of the day and not distributed within the lesson. 5. Some resources that would be difficult to clean e.g. books or blocks can have numbers reduced and then quarantined for 72 hours before being used again. 6. Other resources e.g. balls, pencils, plastic bricks will be wiped down between groups and again at the end of the day - these will be cleaned frequently and meticulously, or rotated to allow them to be left unused and out of reach 48 hours (72 hours for plastics) between use by different bubbles). 7. iPad trolley and iPad's can be used but must be wiped down after each use and recorded in the cleaning log - year group bubbles will be allocated a trolley. 8. Children encouraged to wash hands/use hand gel throughout the day, including before, during and after each lesson. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard

Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards

Emotional distress of the children

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk - add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children will be with their friends in a bubble. 2. Child friendly information to be sent out prior to going back to help support children with the transition into school and so they know what to expect. 3. Initial emphasis, around supporting children with routines and establishing how they feel emotionally about being back in school - focus on PSHE lessons to encourage talk and share feelings. 4. Staff to work closely with Andrea Scott (Family Support Worker), Jayne Dixon (Inclusion Manager) and Iain Usher (Wellbeing Lead) to support children who are struggling with the new 			



set up in school.

- Regular communication with home through Facebook, website and MySchoolApp to aid parents in supporting their child.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards
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Emotional distress of the staff - including anxiety

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk - add appropriate detail about the type and location of controls
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- Inclusion in risk assessment process - input into hazard identification and control measures.
- Staff meeting to discuss concerns and shared control measures.
- HT and DHT on site and available every day for staff to share concerns with.
- Risk assessments reviewed after week one and as appropriate after that.
- Use of outside area at the end of the school day for staff to talk to each other (with social distancing in place).
- A 'Well-being Wednesday' will be set up by Iain Usher to check in on the well-being and work progress of all staff who continue to work from home.
- Pregnant staff (Shielding) work from home where possible.**

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards
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Risk of spreading virus due to close contact with children - 1:1 and restraint resulting in direct transmission of the virus

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk - add appropriate detail about the type and location of controls
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- Risk Assessment completed for individual children if necessary.
- Policies amended to allow school to take special measures with regard to behaviour issues that



may result in spreading of the guidance.

3. Masks available if needed.
4. If children have a toilet accident that they are unable to clean up independently or with distanced supports, parents will be contacted to take the child home and return them to school at a time that does not interfere with bubble dismissals.
5. Disposable aprons available.
6. Gloves available if needed.
7. Visors available if needed.
8. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk.

Note the Government guidance states "Wearing face coverings or face masks is not recommended"

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards
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Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus

Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Control measures</u>	List your control measures required to reduce risk - add appropriate detail about the type and location of controls
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1. All children to wear uniform in full from September. **Uniforms do not need to be cleaned more often than usual, nor do they need to be cleaned using methods which are different from normal.**
2. Parents advised that children should wash hands before coming to school.
3. Hand gel dispenser in every classroom and at all entry/ exit points.
4. Hand gel order in large quantities.
5. Extra soap dispensers and re-fills at each wash area.
6. Children hand wash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze.
7. Washing hands posters placed in all washing areas.
8. Each bubble to be issued with a cleaning pack, children and adults to be included in cleaning their own tables/equipment/resources used.
9. Reminders how to wash hands properly - videos and posters with a weekly lesson.
10. Emphasis on the catch it, kill it, bin it approach in school.
11. Procedure agreed for children to wash hands resulting in thorough hand washing.
12. Toilet band system in place to ensure only one child is in the toilets at any one time.

Remaining level of risk	Consider level of risk following use of control measures
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HIGH	MEDIUM	LOW	NEGLIGIBLE
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<u>Identify hazard</u>	Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards
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Risk of infection due to lack of cleaning resulting in indirect transmission of the virus

Existing level of risk	Consider current level of risk
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HIGH	MEDIUM	LOW	NEGLIGIBLE
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<u>Control measures</u>	List your control measures required to reduce risk - add appropriate detail about the type and location of controls
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1. All surfaces, handles, toilets and shared equipment will be cleaned each day using disinfecting fluid.
2. PPE will be worn by all cleaning staff.
3. Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission.
4. Soft furnishings and soft/cloth toys will be removed from use in classrooms.
5. All areas deep cleaned before school re-opens on Monday 7th and again weekly.
6. Reduction of movement around classrooms and around the school.
7. Cleaning packs available throughout the day in each teaching area.
8. Toilets cleaned throughout the day.
9. Weekly review of key cleaning items to ensure sufficient stock, carried out by John Scrafton.

Remaining level of risk	Consider level of risk following use of control measures
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HIGH	MEDIUM	LOW	NEGLIGIBLE
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<u>Identify hazard</u>	Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards
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Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus

Existing level of risk	Consider current level of risk
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HIGH	MEDIUM	LOW	NEGLIGIBLE
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<u>Control measures</u>	List your control measures required to reduce risk - add appropriate detail about the type and location of controls
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1. Pregnant staff (Shielding) work from home where possible.
2. Shielding advice for all adults and children will pause on August 1st.
3. Issuing of all relevant risk assessments to staff concerning returning to work - and allow them to comment and contribute.



4. Separate risk assessment for staff who are clinically vulnerable, if necessary.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards		
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Risk of illness of vulnerable children and family members through direct and indirect transmission of the virus

Existing level of risk	Consider current level of risk		
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HIGH	MEDIUM	LOW	NEGLIGIBLE
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<u>Control measures</u>	List your control measures required to reduce risk - add appropriate detail about the type and location of controls		
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1. **Shielding advice for all adults and children will pause on August 1st.**
2. HT/DHT available to speak to parents about any concerns they have over an email exchange. **School attendance will be mandatory again from the beginning of autumn term. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, access to remote education will be immediately offered.**

Remaining level of risk	Consider level of risk following use of control measures		
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HIGH	MEDIUM	LOW	NEGLIGIBLE
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<u>Identify hazard</u>	Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards		
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Risk of spreading virus due to close contact with children - providing First Aid

Existing level of risk	Consider current level of risk		
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HIGH	MEDIUM	LOW	NEGLIGIBLE
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<u>Control measures</u>	List your control measures required to reduce risk - add appropriate detail about the type and location of controls		
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1. Staff member to wash hands and use disposable gloves before breaking 2m distance.
 2. Staff can use face masks, aprons and visors if they feel it necessary.
 3. Provide First Aid following usual first aid protocols, this will be carried out by year group bubble staff in the main.
 4. First aid to be recorded on CPOMs and stickers issued, in line with policy.
 5. Follow normal procedures for dealing with waste.
 6. Remove and dispose of gloves.
- Covid update added to the managing medication policy which outlined renewed procedures for the administration and signing in of medication - please see this update.



Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards
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Emergency situation e.g. fire and evacuating building

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk - add appropriate detail about the type and location of controls
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- All staff briefed in new emergency procedure checklist.
- All areas have designated fire exit.
- Staff to evacuate children from the building in the usual way; priority given to getting children out of the building quickly, while reminding about staying a minimum of 1m apart wherever possible.
- Field used as additional Fire Safety Point in order for less crowding on the yard area and to minimise 'bottle neck' points of entry and exit.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Name of managers	Signature of manager	Date
Helen Smith Jade Pape		15.07.2020
Risk assessment reviews	Reviewed daily within the first instance	