

# ***Ropsley C.E. Primary School***

## ***Risk Assessment Form***

### **COVID 19 Phased Return to School (March 8th Wider Re-opening Plan)**

COVID-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

To keep up to date with the UK Government advice to workplaces in this fast-changing situation visit the Department of Education website [www.gov.uk/government/organisations/department-for-education/coronavirus](http://www.gov.uk/government/organisations/department-for-education/coronavirus)

The following relates to the phased re-entry of all pupils following a National Lockdown.

LCC recovery guidance states, “Where 2 metre distances are more difficult to maintain, robust hygiene measures will be key to mitigating risk.” Government guidelines state, “Primary age children cannot be expected to remain 2m apart from each other and staff. In deciding to bring more children back... we are taking this into account.” We do not believe, considering our pupil numbers and school layout, that we are able to implement a 2m distance between children, although we strictly encourage social distancing.

Having considered all available options and trialled arrangements, we believe it is unavoidable that our younger children will not be able to maintain a clear segregation of personal space and of resources, eg Reception pupils using construction toys. We will mitigate risk by keeping children, and as far as possible staff, working and playing as a small group that has clear separation of resources from other groups. These ‘bubbles’ will stay together but within these ‘bubbles’ our youngest children will be able to interact.

Cleaning and hygiene will be a key factor. This risk assessment should be read with this in mind and, although the government are encouraging pupils to return to school, parents should make an informed choice based on the information below.

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**Hazard:** Something with the potential to cause harm.

**To Assess Risk:** Using the tables below, consider Severity (S) and Likelihood (L) without Control Measures. Multiply (S x L) If applicable, add the Weighting figure. **Describe Control Measures:** Control measure(s) reduce the likelihood, and/or severity of harm, reducing risk. **Re-assess Risk,** considering Severity (S) and Likelihood (L) with Control Measures in place. Multiply (S x L) and, if applicable, add the Weighting figure = Risk Rating (with controls).

## Risk Assessment Guidance

Severity (S)	x	Likelihood (L)	+	Weighting (W)	=	Risk Ratings (R)	
Fatality = 5		Likely = 5		Apprentice/trainee/inexperienced staff member/young person (15-18yrs) = 5		20 +	Very High Risk
Injury (Specified injury / RIDDOR reportable) = 4		Probable = 4				15 - 19	High Risk
Injury (requiring treatment and/or 3 to 7 day absence) = 3		Possible = 3		Part-qualified/staff with less than 2yrs experience/persons aged 18-25yrs = 3		9 – 14	Medium Risk
Injury (requiring treatment and/ or absence less than 3 days) = 2		Unlikely = 2				4 – 8	Low Risk
Minor Injury = 1		Very Unlikely = 1		Fully qualified/professional/ management/ and/or persons above 25yrs = 0		1 - 3	Very Low risk

<b>HAZARD</b>	Assessment of Risk <b>without</b> control measures	<b>CONTROL MEASURES TO REDUCE THE RISK</b>	Assessment of Risk <b>with</b> control measures

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	S x L + W = R					S x L + W = R			
<b>Keeping up to date with guidance</b>									
School could lapse/fail to follow the newest national and/or LCC guidelines and advice on COVID-19.	4	3	0	12	<ul style="list-style-type: none"> <li>• Daily checks will be made with:-               <ul style="list-style-type: none"> <li>○ Government websites (<a href="http://Gov.uk">Gov.uk</a>) or <a href="#">LCC website</a></li> <li>○ Local/National news providers</li> <li>○ Local school networks/partnerships (if applicable)</li> </ul> </li> <li>• Any changes in national/LCC advice and guidance to be shared with the Head, Board of Governors etc. for appropriate action.</li> </ul> <p>Staff, Parents and students to be updated in a timely manner, using Class Dojo, Parentmail</p>	4	1	0	4
<b>Initial Tasks</b>									
Staffing – Those who are more vulnerable to the disease should be protected.	5	4	0	20	<p><b>Each individual member of staff and their individual circumstances will be considered.</b></p> <p>Those who are in The Clinically Extremely Vulnerable will NOT be allowed to work. Where possible arrangements will be made for them to work at home. Clinically Vulnerable members of staff WILL require their own RA.</p> <p>Where employees are concerned about an increase in time spent at school or a return to work then they should be re-assured of the measures being taken to ensure their safety. If they decide that they cannot come in then this should be regarded as absence without pay.</p>	5	2	0	10
The suitability of the building in allowing Social Distancing					<p>Passing briefly in corridors is considered a ‘low risk’ but our corridors are narrow so staff to use external doors as much as possible.</p> <p>If children need to use corridors in the main building to access toilets we should encourage pupils to use lesson time.</p>				

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					<p>Year 6 use external route. External doors used for drop off and pick up where possible.</p> <p>Admin staff to limit attending classrooms as much as possible through use of electronic chat. If they need to attend use PPE.</p>				
<b>Getting Ready</b>									
Insufficient water for cleaning and hygiene needs heightens risk of COVID 19 Infection and Legionella	5	4	0	20	<p>The following checks will be carried out Hot and cold-water supply – will be checked on monthly by Guardian.</p> <p style="background-color: yellow;">If there are deficiencies school will not re-open.</p>	5	1	0	5
Fire can cause serious injury or death. Staff/Children will need to be re-taught fire evacuation process as they may be in a different classroom.	5	3	0	10	<ul style="list-style-type: none"> <li>• Fire Safety checks – to be carried out by SLT during half term and will include Extinguishers and blankets– visual check</li> <li>Exit Lighting – Test</li> <li>Fire Sounders -Check</li> <li>• Fire Evacuation Plan to be updated with new exit routes in place</li> <li>• Fire drill to be completed with children during first week of phased return.</li> <li>• Children must be taught to stand 2m apart in the line.</li> <li>• Collection points will need marking out so that children maintain social distancing</li> </ul>	2	2	0	4
Risk of transmission from outdoor play equipment that cannot be cleaned.	5	4	0	20	<ul style="list-style-type: none"> <li>• The trim trail will need to isolated and cannot be used. This will need explaining to children.</li> <li>• Outdoor equipment will be assessed as safe/not safe by the H&amp;S co-ordinator and unsafe items removed. Consideration will be given to length of time the virus can live on the surface and the ease/effectiveness of cleaning.</li> <li>• The remaining equipment will be grouped for pupil use.</li> </ul>	5	1	0	5

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					<ul style="list-style-type: none"> <li>• Steam cleaners will be purchased for bikes and other outdoor equipment that has been deemed safe for use.</li> </ul> <p>See hygiene section for on-going arrangements.</p>				
Risk of transmission in classrooms	5	4	0	20	<ul style="list-style-type: none"> <li>• The organisation of classroom must support social distancing and good hygiene practice.</li> <li>• KS2 desks will be front facing</li> <li>• Where possible children will not face one another</li> <li>• Resources will be organised and prepared so that where possible children can avoid sharing. Where sharing is unavoidable items should be cleaned regularly and must not be used by another bubble.</li> <li>• Soft toys, rugs, cushions etc that cannot be cleaned will be removed</li> <li>• Toys with intricate parts that are difficult to clean should be removed</li> <li>• Teaching staff should plan which resources they will use each day and how they will be cleaned.</li> <li>• Where possible children should have a named desk that they stick to.</li> <li>• The safe storage of lunchboxes must be in place</li> </ul>	5	2	0	10
Guidance suggests that COVID 19 is more likely to be transmitted in enclosed spaces without ventilation.	5	4	0	20	<ul style="list-style-type: none"> <li>• <b>No room without ventilation will be used for teaching.</b></li> <li>• All doors and windows checked hooks etc in place where necessary to prevent slamming.</li> <li>• Signage on internal doors reminding staff to use external entrance/exits.</li> <li>• <b>All classes will have a break-time between lessons during which the air in the room will be refreshed.</b></li> </ul>	5	2	0	10
COVID 19 is suppressed by good hygiene	5	4	0	20	<ul style="list-style-type: none"> <li>• Signage to remind staff/pupils of routines will be in place</li> <li>• Soap and water available in every bathroom</li> <li>• Hand sanitizer units available outside each classroom</li> <li>• Every classroom to have tissues available for pupil use</li> <li>• Every classroom will have a lidded bin which is double bagged</li> </ul>	5	2	0	10

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					<ul style="list-style-type: none"><li>• Every classroom will have PPE available</li><li>• Every classroom will have a 'cleaning kit' that contains<ol style="list-style-type: none"><li>1. Disposable cloths</li><li>2. Spray bottles of disinfectant (disinfectant must be mixed in accordance with manufacturer's directions)</li><li>3. Spray bottles of bleach</li><li>4. Anti-bacterial wipes</li></ol></li></ul>				
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### **Once We are Open**

We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, the government are taking this into account. Schools should therefore work through the hierarchy of measures set out above:

- avoiding contact with anyone with symptoms
- frequent hand cleaning and good respiratory hygiene practices
- regular cleaning of the school
- minimising contact and mixing

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A risk of transmission due to a lack of understanding, forgetting or compliance	5	4	0	20	<ul style="list-style-type: none"> <li>• Staff will attend a training session before school opens to support them with new routines</li> <li>• Signage and posters will be used to remind staff and pupils</li> <li>• Staff will be encouraged to reflect regularly about what works/doesn't work well and adapt if necessary.</li> <li>• A PowerPoint document will be provided to all staff to support them in explaining new routines and rules to children. I have chosen a PowerPoint so that this can be repeated if necessary.</li> <li>• Staff will remind forgetful pupils not punish them</li> <li>• The disciplinary policy will be amended in order to support good behaviour and provide a method of dealing with non-compliance.</li> </ul>	5	3	0	15
<b>Avoiding contact with anyone with symptoms</b>									
Transmission from members of the public	5	3	0	15	<ul style="list-style-type: none"> <li>• Visitors to site will not be allowed unless they are attending in order to support the essential elements of the school running or immediate premises repairs. Signage will be put up around school.</li> <li>• If a visitor is permitted to enter they must immediately use hand sanitizer. They will not be permitted to enter <b><u>a learning environment</u></b> without PPE.</li> <li>• Drop off times will be staggered over a twenty-minute window.</li> <li>• Separate entrances will be used</li> <li>• Parents will be asked to refrain from stopping to chat</li> <li>• One parent at a time for either drop off or pick up.</li> <li>• Pick up times will be staggered</li> <li>• Parents will be asked to socially distance whilst waiting.</li> </ul>	5	2	0	10

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					<ul style="list-style-type: none"> <li>Parents will be encouraged to use a face covering</li> </ul>				
Risk of contracting the disease from an infected child	5	4	0	20	<p>If a child complains of feeling ill or you observe any of the following symptoms.</p> <ul style="list-style-type: none"> <li>✓ <b>high temperature</b> – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>✓ <b>new, continuous cough</b> – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li> <li>✓ <b>loss or change to your sense of smell or taste</b> – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</li> </ul> <p><b>Follow the guidance below step by step</b></p> <ol style="list-style-type: none"> <li>1. Immediately put on Personal Protective Equipment this includes gloves, face mask and apron. These will be readily available in your classroom. If a child vomits and you are at risk of splashing eye protection should be worn.</li> <li>2. Escort the child to the school hall where a space with seats has been prepared.</li> <li>3. On the way past the school office ask the admin team to telephone the child's parents.</li> <li>4. Remain with the child until they have been collected.</li> <li>5. Ventilate the room and sit 2m away from the child whilst reassuring them.</li> <li>6. Provide parents with a laminated guide to testing which is available in the school hall.</li> </ol>	5	2	0	10



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7. Once the child has left, using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the spray bottle of disinfectant provided. Pay particular attention to those surfaces you know the child has touched.
8. If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron. (Ann will do this if you're worried)
9. Remove PPE and place it in the lidded bin.
10. Wash hands regularly with soap and water for 20 seconds
11. Alert the Headteacher/SLT in case further guidance is needed.

If a member of staff has helped someone with symptoms, they do not need to go home

If a child or adult shows symptoms and then tests positive for CoVid-19, then the whole group of must be sent home and they must self-isolate for 14 days.

If other cases are then also confirmed at the school, then PHE will advise the HT/school on next steps/possible closure.

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<p>Risk of contracting the disease from an ill member of staff</p>	5	3	0	15	<ul style="list-style-type: none"> <li>• If a member of staff becomes ill at home they should follow the schools normal procedures for alerting the HT (07590118886 or 01526 830431) It is essential you speak to the HT not simply send a text message.</li> <li>• If a member of staff reports feeling ill whilst at work with any of the symptoms listed above. They will need to go home (if they are well enough to drive) and apply for a test.</li> <li>• If a member of staff is not well enough to drive the school will require the support of the emergency services.</li> <li>• Staff will only be allowed to return to work when it is safely established that they are virus free. (either 14 days isolation or a negative test)</li> <li>• The HT will consider the implication for reporting the illness using the LEA flow chart and a PO3.</li> <li>• The entire group of children will be asked to self-isolate for 14 days.</li> <li>• Advice from Public Health England may be required.</li> </ul> <p>If a child or adult shows symptoms and tests positive for CoVid-19, then the whole group of must be sent home and they must self-isolate for 14 days. If other cases are then also confirmed at the school, then PHE will advise the HT/school on next steps/possible closure.</p>	5	2	0	10
<b>Frequent hand cleaning and good respiratory hygiene practices</b>									
<p>Risk of contracting the disease as a result of poor hygiene</p>	5	4	0	20	<p>In the classroom</p> <ul style="list-style-type: none"> <li>• All staff should review the guidance on hand cleaning <a href="https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public">https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public</a></li> <li>• Children will be supervised/assisted to wash their hands               <ol style="list-style-type: none"> <li>1. When they arrive at school</li> <li>2. Before <b>and after eating</b> or drinking snack</li> <li>3. Before and after using the outdoor learning equipment</li> </ol> </li> </ul>	5	2	0	10

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4. After going to the toilet
5. Before and after lunch
6. Before they go home.
7. After coughing or sneezing
  - Open doors and windows.
  - Children must be encouraged not to touch their mouth, eyes and nose
  - Use a tissue or elbow to cough or sneeze and use the lidded bins for tissue waste ('catch it, bin it, kill it')
  - Not touching eyes/nose/mouth with unwashed hands

### Going to the toilet

- All of the children will have a specific bathroom to use and a designated route to take. This will need to be taught to children.
- Where possible children and staff are asked to avoid using corridors. Guidance suggests that if this happens the risk is low.
- Please allow children to use the bathrooms during lesson times as this limits the number of pupils needing to go at break times.
- Older children can be taught how to wipe down door handles etc after using their adult bathrooms.
- Children should wash their hands after going to the toilet and again once they are back in the classroom unless staff have been able to supervise them.

- **Regular cleaning of settings**

Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people

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<p>Risk of contracting the disease from shared surfaces</p>	<b>5</b>	<b>3</b>	<b>0</b>		<p><b>Cleaning Process</b></p> <ol style="list-style-type: none"> <li>1. wear disposable or washing-up gloves and aprons for cleaning. When you have finished place the gloves and aprons in the lidded bin. The bag should be tied and placed in the dustbin outside the school front door. The bags will be collected by Ann and stored securely for 72 hours then thrown away in the regular rubbish.</li> <li>2. using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the spray disinfectant provided in your classroom. Pay particular attention to frequently touched areas and surfaces, such as door handles.</li> <li>3. wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning</li> <li>4. Steam cleaners are available to clean equipment such as outdoor bikes or trays of lego etc. The virus can be killed at 77 degrees and steam is much higher than that.</li> </ol> <p>Hand sanitizer will be placed outside of every classroom – please use it and ensure visitors who enter your room use it too.</p> <p>Keeping groups separated and reducing the number of people sharing resources is the key to reducing transmission. Ensure your Family does not accidentally use resources used by a different family before they have been cleaned. Stick to timetables. Outdoor equipment should not be used unless it has been deemed safe and we are able to ensure that it is appropriately cleaned. We cannot use the trim trail.</p>	<b>5</b>	<b>2</b>	<b>0</b>	<b>10</b>
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					<p>Teachers with their Teaching Assistants are asked to complete the cleaning in their room only. They are best placed to know which resources have been used or where the most touched surfaces are.</p> <p>Year 6 can be taught to clean their own pencil cases etc before going home.</p>				
<b>Minimising contact and mixing</b>									
<p>Risk of contracting the disease from one another</p>	5	4	0	20	<p>There will be no whole school collective worship.</p> <p>Classes will be re-organised into two bubbles. Bubbles will not be permitted to interact. In order to facilitate this we will have</p> <ul style="list-style-type: none"> <li>Staff are limited to working in one bubble where at all possible</li> <li>Children do not mix within bubbles</li> <li>Movement around the school is carefully managed to avoid accidentally meeting another bubble.</li> <li>Wrap around care has the same consistent bubbles in place.</li> </ul> <p>We are providing hot school meals but this is largely taken up by our KS1 bubble. This supports KS2 eating outdoors or in classrooms. KS1 eat in the school hall. A very few pupils (2/3) from KS2 have a hot meal – these children will NOT enter the hall but will have their meals taken to them.</p> <p>Outdoor learning will be timetabled as will the use of the playground. Please be aware that only resources that are safe and can be cleaned can be used.</p> <p>Children will use the same entrance/exit daily.</p>	5	2	0	10

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Toilets are provided for individual classes to limit the amount of cleaning required.

Members of staff will be provided with an electronic means of talking to one another to avoid them having to walk along corridors, return registers or enter the learning rooms of other families.

Ann, George, and Louise will try not to move between groups – where this has to happen, they will wear PPE and dispose of it as described above.

The staffroom will be limited to two members of staff at a time and staff will be asked to wipe down surfaces they have touched.

Following recent advice our optional use of face coverings in school will now be considered mandatory.

In primary schools and early years settings it is recommended that staff and visitors wear face coverings where social distancing cannot be maintained between adults. These measures will be in place until Easter. As with all measures, we will keep this under review and update guidance as needed.

Children in primary schools do not need to wear a face covering and they should not be asked to wear one