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| **Woodthorne Primary School – December 2020 - COVID-19 Risk Assessment**  **The School day** | | | | | | |
| **HAZARD** | **RISK GROUP** | **RISK** | **CONTROL MEASURES**  **(Describe the existing workplace precautions and**  **risk control systems in place)** | **Residual Risk Rating**  **HIGH**  **MED**  **LOW** | **Are Existing Controls Adequate?** | |
| **Yes** | **No\*** |
| Attendance in schools during National Lockdown | Pupils | Education suffering | * During the period of national lockdown, the school, will   remain open to vulnerable children and young people and the children of critical workers only.   * Parents will not be penalised for their child’s absence during this period. * Children and young people are eligible to attend school if: * At least one parent or carer is a critical worker, and they can’t keep their child at home. * Critical workers are those whose work is critical to the coronavirus (COVID19) and EU transition response * They meet the definition for vulnerable children and young people. * Schools will not allow other pupils to attend at this time. If your child is not in one of these groups they will receive remote education. * Schools will continue to record attendance during the national lockdown and will follow up any absences of pupils who they expect to attend. * If parents wish their child to be absent, there will not be any penalties for absence during this time |  |  |  |
| Circulation in and around school. | Staff  Children | Risk of Spread of Infection due to large groups of pupils | * Pupils from Reception – Year 6 will have designated year group bubbles for allocated keyworker and vulnerable children (around 16 pupils per bubble) * Staff will wear a face covering when circulating in or around school (not whilst in classrooms with children) * Pupils will not mix across year groups wherever possible * Staff will mix across all year groups but should always observe the 2 metre rule where possible with both pupils and staff. | LOW | **Y** |  |
| EYFS Classroom set up | Staff  Children | Spread of Infection due to close contact | * Staff to wash hands when entering classroom * Keep soft furnishings and loose carpets to a minimum. Resources that are not easily cleaned will be removed. * Minimise the sharing/use of resources such as sand, playdough and water play etc. * Playdough to be thrown away at the end of each session. * In water play, staff to ensure that water is drained daily. Antibacterial soap to be added to any water play. * Minimise the sharing of toys and resources between groups, cleaning between use. * Children and staff to mix in a small consistent group throughout the day within designated settings to avoid contact with other year groups * Rooms to be well ventilated, doors can be propped open but must be closed each evening * Windows to remain open (where safe to do so) during all seasons. Children and staff are advised to wear extra layers during colder seasons. * Early years staff to utilise the outdoor spaces as much as possible. | LOW | **Y** |  |
| EYFS Refreshments for children | Staff  Children | Spread of Infection due to close contact, poor hygiene | * Children will sit in small groups and where possible 2 metres apart. The table/station is to be cleaned after each groups use. * Children and staff must wash their hands before and after eating snacks. * Staff must wear gloves and an apron when preparing any fruit or toast. * Ensure the kitchen surfaces are wiped down with a mild disinfectant before and after preparation of snacks and drinks. * When clearing up ensure gloves and apron are worn when picking up / disposing of leftover food. * Wash all utensils in hot soapy water. | Low | **Y** |  |
| Classroom set up | Staff  Children | Spread of Infection due to close contact | * Staff to wash hands when entering classroom * The teacher’s desk/ teaching space must be kept 2 metres away from the children’s tables/desks. * Children’s desks to be forward facing in a formation that allows ease of circulation while maximising distance between pupils * Children should not share equipment within the classroom and keep to the same allocated desks. Equipment will be provided on individual desks for the pupils that only they will access. E.g. glue stick, pen, pencil, ruler, purple pen, whiteboards, whiteboard pens, pencil sharpener where age appropriate. * Tissues available for pupils on staff desks to use when coughing or sneezing and they must go into a bin after one use (catch it, bin it, kill it). * Pupils will have the same allocated desk daily and will be asked to keep their coat (if bringing one) Will have designated peg close to their classroom/teaching space. Anyone bringing a lunch will keep it in a designated box or class trolley. Lunch staff will collect lunch boxes, wearing gloves and take them to their dining space and return them at the end of lunch. * Windows to remain open (where safe to do so) during all seasons. Children and staff are advised to wear extra layers. * Classroom doors are to be left open during the day, using door wedge if needed to minimise use of door handles. All doors will be closed at end of each school day and in the event of a fire alarm. | LOW | **Y** |  |
| Classroom Lessons | Staff  Children | Spread of Infection due to close contact | * Staff to wash hands when entering classroom * Teaching staff must keep that safe distance at all times where possible when teaching. * Where children may require extra assistance a 2 metre rule must try to be enforced. Avoid close face to face contact and minimise time spent within 1 metre of anyone * Pupils will be encouraged to wash hands regularly (on arrivals to school, after break time, before lunch). * Staff will implement and share adapted behaviour policy/expectations with pupils regularly. * If staff are using the photocopier, hands must be washed before and after use. * Staff are to ensure that worksheets/resources needed are placed on each child’s table at the start of a day. Where possible use of handouts will be minimised and use of whiteboard slides used as visual aid. * Any use of ICT equipment will be cleaned/wiped before and after use, with only one bubble year group able to use the resource each day so that equipment is not immediately passed from one bubble to another. * Interventions- if small group teaching/interventions take place outside of the designated classroom for that year group the space must be cleaned/wiped down with disinfectant spray after use. Children must take their own allocated stationary equipment with them to use. | LOW | **Y** |  |
| Children requiring using the toilet in lesson times | Children  Staff | Infection Control | * Inform the child of the importance of washing their hands after using the toilet. Manage the use of toilets to ensure year groups do not mix. * Staff to allow one pupil at a time from their year group bubble to go to the toilet at a time. | LOW | **Y** |  |
| Assemblies | Staff  Children  Parents  Visitors | Spread of Infection due to close contact | * Staff to carry out assemblies in class. * Assemblies to be carried out virtually where possible. | LOW | **Y** |  |
| Music Lessons | Staff  Children | Spread of Infection due to singing or playing an instrument | * No sharing of woodwind instruments. * Small groups in well ventilated spaces. * No mixing of year groups. * Instruments to be cleaned before and after use along with rooms between use. * If singing or using instruments, try and utilise outdoor space where possible. | MED | **Y** |  |
| Physical Activity | Children  Staff | Infection Control | * Outdoors where possible avoiding any contact sports. * Indoors must be limited to small groups. * Maximise distance between pupils. * Equipment must be cleaned before and after use. * If equipment can’t be cleaned immediately, then it must be stored away from other equipment. In EYFS and KS1 this should be in the garden area. In KS2 it should be stored in the shelter. * First aid kits to be taken with the cohort during PE lessons. |  |  |  |
| Before and After School Clubs | Staff  Children  Parents | Infection Control. | * Communicate clear start and finish times for parents (See parent letter). * Where possible keep pupils in year group bubbles. Pupils to be grouped in the following consistent bubbles: EYFS, Year 1, Year 2, Year 3/4, Year 5/6 * All year groups to have own tables and equipment set out separately. EYFS to be grouped together. * Where the above is not possible small consistent groups to be maintained. * Weekly online booking system to be completed by parents to confirm provision required, * Staff to maintain 2m distance where possible. * When serving food or drink, staff to wear visors or face coverings whilst close proximity. * Staff must wear visor or face covering during any activity where closer than 2m proximity cannot be or is unlikely to be avoided. * Staff to provide children activities they can complete independently and without the need for adult support or close contact (where age appropriate). * Staff to follow all other guidelines in using and sanitising equipment. |  |  |  |
| Use of Outdoor Fixed Play Equipment | Children | Infection Control | * Limit the number of pupils on the equipment * Social distancing to be maintained allowing set year groups usage. * Sanitise frequently touched points on all outdoor equipment such as, slides, playhouses, climbing frames etc. * No food or drink to be consumed on or near equipment * Encourage children to keep hands away from face and mouth while playing and ensure hand washing. * Play will always be supervised. | MED | **Y** |  |
| Children with behavioural issues | Staff | Spread of Infection due to close contact | * Staff will implement and share adapted behaviour policy/expectations with pupils regularly. * Where possible allow the child to vent their frustrations * Where possible allow child to be in a room on their own or outside * If physical intervention is required, it is advised face coverings and gloves are worn. * If pupil behaviours becomes unsafe, parents/carers will be requested to collect their child, in line with the home school agreement. | MED | **Y** |  |
| SEND Pupils | Staff  Children | Infection Control | * Pupils who have complex needs or who need close contact care will be offered a place in school as normal. * Risk assessments will be completed for pupils who have an Education Health and Care plan attending school. * A Risk assessment will be undertaken to ensure staff who care for these pupils do not have any medical conditions which may put them in an at risk category. | MED | **Y** |  |
| Attendance. | Children | Standards | * Vulnerable children and children of critical workers to attend school * School is responsible for monitoring the attendance of those pupils. * School will record attendance and follow up absence of vulnerable children accessing provision * School to work with the LA Education Welfare Officer for pupils identified as persistent absentees. * School to monitor attendance and follow up absence from online/remote learning | LOW | **Y** |  |
| Cleaning while school open | Staff | Infection Control | * All hard surfaces to be cleaned on a regular basis, this will include * All door handles * All tables and chairs used by staff and pupils * Toilet flushes and regular cleaning of toilets. * Dining areas between year group lunch time use. * All classrooms to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available, use once and then put in wash. * Regular cleaning of surfaces will reduce the risk of spreading the virus. * All used cloths to be thrown away in a lidded bin containing a double bag. * Make changes in accordance with Public Health England’s guidance for cleaning non-healthcare settings as and when updated. | LOW | **Y** |  |
| Statutory Tests and Inspections | Staff  Pupils | Health & Safety  Infection Control | * Statutory inspections to continue but with social distancing in place at all times. * In-house inspections should continue to ensure the school remains as safe as possible. | LOW | **Y** |  |
| Contractors in school | Staff  Pupils | Health & Safety  Infection Control | * Contractors will be expected to make prior appointments with school via the front office / Caretaker or Facilities Manager. If arrangements have not been made in advance, access will not be allowed. * Where contractors are coming into school they must have up to date Risk Assessments and Method Statements.      * Control measures regarding the Coronavirus must be included within their RAMs. * School to ensure no pupils or staff are in the area where contractors are working. * Contractors will be designated a toilet they can use whilst on site. * Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving. * They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site. * If they become aware of a contractor coming down with symptoms within 14 days of being at the school they must inform the school immediately. | LOW | **Y** |  |
| Emergencies | Staff  Pupils | Infection Control | * All staff and pupils’ emergency contact details are up-to-date, including alternative emergency contact details, where required. * Pupils’ parents are contacted as soon as practicable in the event of an emergency. * Staff and pupils’ alternative contacts are contacted where their primary emergency contact cannot be contacted. | LOW | **Y** |  |
| Visitors in school | Parents  Other agencies |  | * Visitors will be expected to make prior appointments with school via the front office. If arrangements have not been made in advance, access will not be allowed. * On arrival all visitors to use antibacterial hand gel * Visitors must sign in at the front office. If we do not hold contact details, then the visitor will be asked to provide contact details to support Track and Trace. * All visitors to respect social distancing and maintain 2m distance from Woodthorne staff and children (where possible) * Visitors must ensure they are not displaying any signs or symptoms of Coronavirus prior to entering the school site.   + They must not enter site if they are less than 10 days of having symptoms or less than 14 days if someone in their household has had symptoms.   + If they develop symptoms or test positive within 14 days of being at the school they must inform the school immediately. * Visitors must wear masks when entering the school building. If the visitor is working with children, then they may remove the mask to carry out that work. Visitors are permitted to wear visors whilst in the school building or working with children. * After working with children, visitors will use the sanitising spray and cloth to wipe down the surfaces they have been working at. * Visitors to be provided with a copy of Woodthorne Primary risk assessment prior to visit. Visitors who then enter the building are doing so in agreement with following the risk assessment. |  |  |  |
| Families anxious returning pupils to school | Pupils | Concerns  Worry | * Schools should bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and put the right support in place to address this. * Arrange telephone, Zoom. Or face to face meetings with Parents * Provide reassurance |  |  |  |