

September fully opening Covid-19 Risk Assessment

Location / Site	Boxgrove C of E Primary School
Activity / Procedure	Full reopening March 2021
Assessment date	Latest update 01.03.21

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	Yes

<u>Identify hazard</u>			
Transmission of the virus in classrooms			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<div>1. Parents and staff directed not to come to school if they or their children have COVID 19 or have any symptoms and instructed to isolate for 10 days</div> <div>2. Parents directed to follow quarantine regulations.</div> <div>3. Send home anyone that displays symptoms during the day immediately.</div> <div>4. Provide details to staff and parents of testing procedures and</div> <div>5. Provide testing kits to those that develop symptoms in school or have barriers to accessing a test elsewhere.</div> <div>6. Remove unwell children to the head's office as a temporary first aid area and close the door.</div> <div>7. School will engage with the NHS Test and Trace process and follow local health protection advice</div> <div>8. 'catch it, bin it, kill it' approach should be followed.</div> <div>9. Staff will test using lateral flow devices twice weekly and report results. (Monday and Thursday)</div> <div>10. Allocate one desk for two children, facing forwards in KS2.</div> <div>11. Where possible, allocate an area for the teacher/ TA – 2m away from children at front of</div>			

- room, and minimise time spent within 1m.
12. Teachers/ TA's assigned to 'bubbles' (Owl, Fox, Squirrel) and stay with these children throughout the day (and on sub-subsequent days) if possible to reduce contacts. Exceptions for PPA cover and to cover lunch times
 13. Children stay in the 'bubbles' for majority of the day and not mix with other groups to reduce contacts
 14. Lunch boxes, coats kept in classrooms – Owl Cloakroom not to be used.
 15. Consider the layout of all room to minimise contact as much as possible
 16. The classroom should be kept well-ventilated - when the heating is on, windows should still be open slightly. Windows or doors should be opened wider during playtime and lunchtime to increase ventilation.
 17. Send parents details of the expectations / routines before the start of school and update in the newsletter
 18. Staff should wash their hands before and after handling pupil books for example, after marking
 19. Staff should supervise handwashing when children arrive at school, when they return from breaks, when they change rooms and before and after eating, to ensure it is effective
 20. Children should be kept in their consistent groups for physical education.
 21. Outdoor sport should be prioritised
 22. Sports equipment should be cleaned between different groups
 23. Contact sport should not take place
 24. Music lessons should take place outside –weather permitting. If this is not possible children should be positioned for maximum physical distancing, side by side and ensure good ventilation
 25. Collective worship should take place in classrooms, or in class bubbles when visiting the church
 26. PPA staff, staff that provide interventions and supply staff should maintain social distancing measures
 27. Contractors should visit the school site outside of school hours, if possible.
 28. Visitors, with a prior appointment, must wear face coverings and should sanitise their hands on arrival, the office will run through these measures with visitors
 29. Adults observing lessons, including teachers and governors will maintain a 2m distance.
 30. Frequently touched surfaces should be wiped down at lunchtimes and cleaned at the end of the day. Chairs should be sprayed with the atomiser regularly.
 31. In the event of a temporary closure remote education will be provided through Google Classroom.

Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>			
Transmission of the virus in toilets			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
1. Clear signage will display which toilets are allocated to each class, (Owl Class – disabled toilet in main building, Fox Class –class toilets, Year two and squirrels during break times– adult toilet by classroom, Squirrel class, children's toilet in main building			

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2. Only one child allowed to go to the toilet at any one time, adults to check that toilets are free before allowing children to go to them to reduce contacts
3. Extra Signs in toilet re washing hands
4. Extra soap, hand towels and cleaning materials ordered to ensure we do not run out
5. Frequently touched areas, including door handles, flush handles, toilet seats, toilet roll holders taps, soap dispensers, deep cleaned after each day
6. Staff toilet to be kept for the sole use of staff (except if a COVID case is suspected)

Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard			
Transmission of the virus entering/leaving school			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<ol style="list-style-type: none"> 1. Different entrances for children to leave and enter school – Squirrel Class – car park gate using one way system at the end of the day, Fox Class- side gate, Owl Class – main entrance 2. 15 minute window for arrival at the start of the day 8.35-8.50. End of the day Fox Class- 3.10pm, Squirrel Class 3.15pm, Owl Class 3.20pm 3. Parents to leave children at the gates 4. Teacher waiting at the gate to direct the children into class. 5. Instructions shared re social distancing between families in the morning/end of day with parents and children. 6. TA's/ teachers supervise handwashing in classrooms 7. All visitors will be asked to wear face covering in the school building 8. Any children who arrive wearing a face covering will be asked to remove face covering prior to entry and disposed of in the lidded bins. Reusable face coverings will be placed in sealable plastic bags (stored in PPE box). 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard			
Transmission of the virus during playtimes and lunchtimes			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<ol style="list-style-type: none"> 1. Staggered playtimes. 2. Each class to keep a box of playtime equipment for their own use, not shared with other classes. 3. No shared playtime equipment - climbing frame to be cleaned between classes using soap and water 			

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4. Each class allocated their own first aid kit. 5. Staff supervision throughout			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>			
Transmission of the virus when eating lunch			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<div>1. Children eat in their classrooms.</div> <div>2. For children eating hot school meals their lunches collected at relevant time from the Owl Classroom by an adult in their bubble and brought to the classroom.</div> <div>3. Children wash their hands –in the classroom.</div> <div>4. Tables to be wiped after lunch before afternoon lessons</div>			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>			
Transmission of the virus in the corridors			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
1. There is only one corridor in which children might pass each other. 2. Wherever possible classes should avoid movement that might take them past others. 3. Space for Squirrel class at the edge of this corridor to be screened off 4. Owl Class children to be aware of Squirrel class when going to the toilet and wait for them to leave before going through			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>			
Transmission of the virus through shared resources			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Control measures</u>			
<div>1. Children will be asked to only bring essential equipment to school such as: lunchboxes, coats and water bottles.</div> <div>2. Tables, door handles and other surfaces cleaned with anti-bacterial spray every night and classrooms to be sprayed with atomiser regularly.</div> <div>3. Children encouraged to wash hands /use hand gel before lessons and after each lesson.</div> <div>4. Outdoor playground equipment allocated to the group of children.</div> <div>5. Books will be stored in boxes so that desks can be kept clear</div> <div>6. Resources/books left on the tables for adults to collect after children have left the classroom/books passed to the front by the children and stored in boxes</div> <div>7. PE Equipment will either be cleaned or left for 72 hours between use by different groups</div>			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>			
Emotional distress of the children			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<div>1. Increased time for first two weeks to support children’s well-being – slowly increasing the cognitive load. Time to talk and share concerns and worries.</div> <div>2. Identify those children that are anxious and develop plans to support them</div> <div>3. Provide reassurance of the measures that have been taken to reduce the risks in school</div>			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>			
Emotional distress of the staff			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<div>1. Inclusion in risk assessment process – input into hazard identification and control measures</div> <div>2. Staff meeting discuss concerns and shared control measures</div> <div>3. Sharing of support helplines Health assured – 24-hour helpline offering free and confidential advice. Tel. 0800 030 5182. Educationsupport.org.uk offer a 24-hour helpline staffed by trained counsellors. The helpline is free and confidential. Tel. 08000 562561.</div> <div>4. Risk assessments reviewed regularly</div> <div>5. Explain the measures that have been put in place to reduce risk with vulnerable staff</div>			
Remaining level of risk			

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HIGH	MEDIUM	LOW	NEGLIGIBLE
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<u>Identify hazard</u>			
Transmission of the virus from adult to adult			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> Adults work, as much as possible with their allocated year group Face coverings must be worn in communal areas and when moving around school Lunch times are staggered so that only 3 adults are in the staff room at any one time Anti-bacterial hand sanitiser available at the photocopier Adults adhere to social distancing rules Parents not allowed in the school building without an appointment All visitors with an appointment must wear face coverings Visitors to stay outside the main door and not allowed through to reception - On notification from a pupil or staff member of COVID symptoms the Head teacher will contact PHE (Mon-Fri 9-5 0344 225 381. Out of hours 0844 967 0069) and act upon the advice given 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>			
Transmission of the virus through First Aid/Intimate care			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> PPE will be available from the Head's office All first aid to be administered by staff in the same bubble) 4. The first aider should assess whether first aid is essential If first aider considers that first aid is needed PPE should be donned and doffed correctly A face mask should be worn by the supervising adult if 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example, from coughing, spitting, or vomiting, then eye protection should also be worn. The area should be thoroughly cleaned after use If there is a potential COVID case, the child should be isolated in the Head's office and the door closed. Staff should remain 2m from the child. If this distance cannot be maintained PPE should be worn. If needed, the child should use the staff toilet which should be cleaned and disinfected using standard cleaning products before being used by anyone else . Staff should wash their hands thoroughly for 20 seconds after any contact with anyone who is 			

unwell.			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>			
Transmission of the virus due to poor personal hygiene			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<div>1. Soap dispensers re-filled daily in toilets and classrooms</div> <div>2. Children handwash or use hand sanitiser on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet, after PE and any time they cough or sneeze</div> <div>3. Washing hands posters in all washing areas</div> <div>4. Reminders how to wash hands properly – videos and posters</div>			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>			
Transmission of the virus due to poor hygiene control			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
1. Deep cleaning of all classrooms at half term 2. Extra black sacks purchased to put in classroom bins 3. Bins emptied throughout the day if necessary 4. Extra cleaning materials purchased 5. Lidded bins in all classrooms			
Remaining level of risk		.	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>			
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

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<u>Control measures</u>			
1. Families should comply with public health advice			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>			
Transmission of the virus during off-site/wider activities			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
1. School trips will be considered on an individual basis 2. After school clubs will be considered after Easter Holidays			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

OVERALL level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Assessor's comments			
Blue texts are control measures from Government Guidance – Guidance for full opening: schools, published February 2021			

Name of assessor	Signature of assessor	Date
Jacqui Dommett		01.3.20

Risk assessment reviews	Ongoing as the situation changes
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