



# DOWNSELL PRIMARY SCHOOL

## Risk Assessment

( Downsell Primary school – 1<sup>st</sup> September 2020)

Guidance	Waltham forest Local Authority and DfE guidance
Date of Policy	
Shared with Local Authority	30th July 2020
Shared with Governors	August 2020
Shared/Discussed with staff	2nd September 2020 (emailed to staff -August)
Shared with parents	August 2020
Reviewed with all stakeholders	Weekly - Thursday (Google meet)
Headteacher	Deena Chetty

## Significant hazards and current controls

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/Low
1	Spread of Covid-19 Coronavirus	Everyone at school, including contractors and visitors	<ul style="list-style-type: none"> <li>● Minimise contact with individuals who are unwell by regular contact with parents and staff to identify those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</li> <li>● Ensure that pupils, staff and other adults do not come into the school if they have <a href="#">coronavirus (COVID-19) symptoms</a>, or have tested positive in the last 7 days.</li> <li>● If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, they must be sent home and advised to follow '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>', which sets out that they must self-isolate for at least 10 days and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19). Any household members of that individual that are also within school should also be sent home (e.g siblings).</li> <li>● Any child awaiting collection, will be moved to group room (next to the staff room) with external ventilation (open window) where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. A separate toilet for them to use is the disabled toilet next to the staffroom The toilet will be cleaned using standard disinfectant before use by anyone else. Staff will maintain 2m distance from the child at all times.</li> <li>● Where a 2m cannot be maintained (such as for a very young child or a child with complex needs) the following guidance will be followed <a href="#">safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</a> guidance.</li> <li>● Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive, or they have been requested to do so by NHS Test &amp; Trace.</li> <li>● Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area</li> </ul>	Low

			around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>	
		<ul style="list-style-type: none"> <li>● Staff</li> <li>● Visitors</li> <li>● Cleaners</li> <li>● Contractor</li> <li>● Higher risk groups (Elderly, Pregnant workers, those with existing underlying health condition)</li> </ul>	<p><b>Social Distancing (Areas demarcated within the school)</b></p> <p><b>Office area:</b></p> <ul style="list-style-type: none"> <li>● Office staff to sit 2m away from each other when timetabled to be inside.</li> <li>● Meetings will take place using Teams/google meet etc, or with staff maintaining the social distancing requirements. Where face to face meetings will be kept as short as practicable and where possible to under 15 minutes.</li> <li>● School signing in system – Disinfectant wipes to be placed near the signing in system with covered bin. Signage to encourage disinfecting before and after use</li> <li>● Shared spaces like lifts(1 person), meeting rooms (4) , and toilets (1 person) have signs indicating maximum occupancy</li> <li>● No hot seating and using the office computers – only to be used by designated office staff</li> <li>● No non office based staff allowed in the office</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>● Staffroom: only 7 members of staff in the staffroom at any given time including only 1 member of staff in the PPA area</li> <li>● Furniture in the staffroom to be marked in area of position to ensure social distancing</li> <li>● Staff are encouraged to have their lunch/eat in their class “bubble class” but not when teaching. NO staff is allowed to eat in a class outside their “bubble”.</li> </ul>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>

			<ul style="list-style-type: none"> <li>● Lunchtimes and breaks are to be staggered in class bubbles</li> <li>● Nursery kitchen - only 1 member of staff allowed in the kitchen due to the size of the room.</li> <li>● Staff are encouraged to take a walk at lunchtime to get a change of scenery, as staff areas are likely to be used for other work/will have reduced capacity.</li> <li>● Staff must follow the school protocol when entering, using and leaving the building – eg hand washing, using sanitisers/disinfectant wipes, signing in/out and adhere to social distancing measures in place</li> <li>● Staff to bring and use their own crockery and cutlery. (School to provide disposable items)</li> <li>● The Senior Leaders will make regular tours of the school to ensure social distancing requirements are being followed and provide advice where there are issues</li> <li>● Meetings will take place using Teams/google meet etc, or with staff maintaining the social distancing requirements. Where face to face meetings will be kept as short as practicable and where possible to under 15 minutes.</li> </ul> <p><b>Children</b></p> <ul style="list-style-type: none"> <li>● Staggered start to the school day and collection at the end of the school day:  Year 6 - 8.30a.m (drop off)/collection 2.55p.m  Year 5 - 8.45a.m (drop off)/collection 3.10p.m  Year 4 - 8.45a.m (drop off)/collection 3.10p.m  Year 3 - 9.00a.m (drop off)/collection 3.20p.m  Year 2 - 9.00a.m (drop off) / collection 3.20p.m  Year 1 - 8.45a.m (drop off) /collection 3.10p.m  Reception - 8.45 a.m (drop off/collection 3.10p.m  Nursery and young explorers (a.m and fulltimers) - 8.40a.m (drop off)/ collection 11.40a.m  Nursery and young explorers (p.m) 12.30p.m (drop off) / collection 3.30p.m</li> </ul>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>
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- Children will be reminded repeatedly about remaining in class bubbles
- Classes located on the ground floor - children will not use school corridors but use the external doors directly outside each class
- Ground floor classes: If children are late teachers will allow them in class via the external door – office will phone classes 10 minutes after close of registration (Staggered start)
- Upstairs classes: Adult on ground floor duty to await for 10 minutes after register closing time and check on all late comers.
- Latecomers after 10 minutes will come via the office and escorted by a staff member to ensure social distancing
- Class sizes of 30 to create class bubble – Nursery areas of learning to be spread throughout to ensure smaller groups
- PPA will resume with teachers maintaining 2m distances
- Where there are not enough teachers, teaching assistants will lead classes under the supervision of a teacher
- Classrooms will be set with 2 children sitting side by side

#### **Teaching and Learning**

- Any equipment used should be carefully sanitised and ready for use
- Avoid activities involving the use of hands or passing objects around e.g cooking, passing objects

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|--|--|--|--|--|
|  |  |  | <ul style="list-style-type: none"><li>● Whole school behaviour system to be reviewed – computerised. Celebration assembly in social “bubble” every Friday.</li><li>● Where possible, all spaces will be ventilated using natural ventilation (opening windows) or ventilation units</li><li>● Lessons have to be reviewed to assess which ones can be taught outdoors</li><li>● Lesson timetable and classroom use has been refreshed, to reduce movement of children around the school, with some lessons taking place outdoors</li></ul> |  |
|--|--|--|--|--|

2	Poor hand hygiene spreads Covid-19	Everyone	<ul style="list-style-type: none"> <li>● Staff and pupils must clean their hands regularly, including when they arrive at school, when they return from break and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future.</li> </ul> <p><b>Classrooms</b></p> <ul style="list-style-type: none"> <li>● Where possible, children will not use school corridors but use the doors directly outside (ground floor classrooms).</li> <li>● Upstairs classes – enter via the doors by Year 6 – one way system upstairs and maintaining Social distancing.</li> <li>● Where there are not enough teachers, teaching assistants and other support staff will lead classes under the supervision of a teacher</li> <li>● Children must not share their workstation or hot desk during the day.</li> <li>● Children must use the same desk every time they are in the classroom</li> <li>● All soft furnishings, soft toys and any toys or equipment which are hard to clean have been removed</li> </ul> <p><b>Groups of children</b></p> <ul style="list-style-type: none"> <li>● Assembly will take place in class “bubble groups” initially</li> <li>● Breaks are staggered to ensure corridors or circulation routes used have a limited number of pupils using them at any time</li> <li>● Breaks are staggered to keep children within their social “bubble” and to promote social distancing</li> <li>● Children will have their lunch in their classes supervised by their allocated MDA/TA</li> <li>● Children will stay in their “social bubbles” so as to avoid children mixing and larger groups of children</li> </ul> <p><b>Playtimes and lunchtimes</b></p> <ul style="list-style-type: none"> <li>● Children to remain in their class bubbles during playtime and lunchtime supervised by a playtime member of staff maintaining social distancing</li> <li>● During lunchtimes each bubble will have their own Midday supervisor supervising them</li> <li>● Each class bubble will have their own play equipment in clearly marked boxes and with resource</li> <li>● Toilets – children to only use toilet allocated to the “bubble” during playtime and lunchtime</li> </ul>	<p>Medium</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>
		7		Low

3	Poor respiratory hygiene spread Covid-19	Everyone	<ul style="list-style-type: none"> <li>● 'Catch it, Bin it, Kill it' approach is essential, so the school has enough tissues and bins available in the school to support pupils and staff to follow this routine.</li> <li>● All adults and children will clean their hands on arrival at the school, before and after play before and after eating, and after sneezing or coughing, are encouraged not to touch their mouth, eyes and nose and to use a tissue or elbow to cough or sneeze and use lidded bins for tissue waste ('catch it, bin it, kill it')</li> <li>● Must clean their hands and surfaces before and after handling pupils' books</li> <li>● Staff will support younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates.</li> </ul>	Low
4	Poor levels of cleanliness spread Covid-19	Everyone	<ul style="list-style-type: none"> <li>● Awaiting further government guidance to ensure appropriate controls are put in place</li> <li>● A cleaning schedule is in place and includes: <ul style="list-style-type: none"> <li>○ more frequent cleaning of rooms / shared areas that are used by different groups</li> <li>○ frequently touched surfaces being cleaned more often than normal</li> <li>○ records to be kept</li> </ul> </li> </ul> <p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>● The cleaning regime has been reviewed and adapted to ensure regular cleaning of all contact surfaces e.g toilet doors, classroom desks etc</li> <li>● Outdoor climbing frames etc are out of use</li> <li>● Staff must clear classrooms and office desks and any nearby surface at the end of the day to allow easy access by cleaners for them to be effectively cleaned</li> <li>● Lidded tissue bins will be regularly emptied throughout the day, with the rubbish double bagged</li> <li>● Tables within the class "bubble" will be cleaned at the end of each day by cleaners</li> <li>● Regular supervision of cleaning throughout the day</li> <li>● Cleaners have a checklist for each area to show which surfaces have been cleaned and at what time</li> <li>● Toilets will be cleaned regularly and pupils will be encouraged to clean their hands thoroughly after using the toilet</li> </ul>	High  Low/Medium Low  Low Low/Medium Low/Medium
5	Poor social distancing spreads Covid-19	Everyone	<ul style="list-style-type: none"> <li>● Groups or pupils will be kept separate (in 'bubbles') and the layout of rooms will help maintaining distance between individuals. The groupings and layout have been developed to address: <ul style="list-style-type: none"> <li>○ children's ability to distance</li> <li>○ the lay out of the school</li> <li>○ the feasibility of keeping distinct groups separate while offering a broad curriculum</li> </ul> </li> </ul>	Medium



			<ul style="list-style-type: none"> <li>For younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they will be supported to maintain distance and not touch staff where possible.</li> </ul>	
6	Lack of Personal Protective Equipment spreads Covid-19	Staff	<ul style="list-style-type: none"> <li>The majority of staff will not require PPE beyond what they would normally need for their work. PPE is only needed where: <ul style="list-style-type: none"> <li>an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained</li> <li>a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used</li> </ul> </li> <li>The guidance on <a href="#">safe working in education, childcare and children's social care</a> will be followed for when, how PPE should be used, what type of PPE to use, and how to source it.</li> </ul>	Low
7	Spread of Covid-19 through ventilation system	Everyone	<ul style="list-style-type: none"> <li>The ventilation system has been checked against the <a href="#">CIBSE guidance</a>. Where necessary the maintenance company have carried out checks and provided guidance on the safe operation of the ventilation system</li> </ul>	Low
8	Spread of Covid-19 goes unchecked	Everyone	<ul style="list-style-type: none"> <li>The school will engage fully with the local authority's public health team's <a href="#">Local Outbreak Control Plan</a> and the NHS Test and Trace system</li> <li>Staff and parents/carers have been advised they will need to be ready and willing to: <ul style="list-style-type: none"> <li><a href="#">book a test</a> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</li> <li>provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace</li> <li><a href="#">self-isolate</a> if they live in a household with someone who develops coronavirus (COVID-19) symptoms or they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if asked to do so by NHS Test and Trace</li> </ul> </li> <li>Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet. Staff, as essential workers, have priority access to testing.</li> </ul>	Low
9	There is a school confirmed case of Covid-19	Everyone	<ul style="list-style-type: none"> <li>As set out in the <a href="#">Local Outbreak Control Plan</a>, if made aware of a positive case in a staff or pupil, the SBM/Head will immediately contact the London Coronavirus Response</li> </ul>	Low

			<p>Centre (LCRC) on 0300 303 0450 for advice on isolation of contacts and for a risk assessment to be completed. The SBM / Head will notify the <a href="#">Public Health Team</a>.</p> <ul style="list-style-type: none"> <li>• The LCRC will provide guidance on communications and letter templates for schools to send to staff, parents of contacts, and the wider school community.</li> <li>• Ongoing infection control advice and support will be made available to schools via the Public Health team</li> </ul>	
10	Pupils and staff use public transport to get to and leave school	Everyone	<ul style="list-style-type: none"> <li>• Pupils and staff have been advised to cycle or walk to school</li> <li>• Extra secure cycle parking has been installed</li> <li>• Where practicable start and finish times have been amended for groups of pupils to reduce the travel risk.</li> <li>• Families using public transport should refer to the <a href="#">safer travel guidance for passengers</a></li> </ul>	Medium
11	Member of school community is clinically vulnerable / extremely clinically vulnerable	Extremely clinically vulnerable person	<ul style="list-style-type: none"> <li>• Advice for those who are <a href="#">clinically-vulnerable, including pregnant women</a>, will be followed. A separate Individual Health Assessment has been carried out for those members of staff at higher risk.</li> <li>• Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the <a href="#">guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a></li> </ul>	Low
12	Staff at an increased risk from Covid-19	Staff	<ul style="list-style-type: none"> <li>• A separate Individual Health Assessment has been carried out for those members of staff at higher risk.</li> </ul>	
13	Pupils and staff at increased risk of mental ill-health	Pupils and Staff	<ul style="list-style-type: none"> <li>• The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the <a href="#">extra mental health support for pupils and teachers</a> is available.</li> <li>• The <a href="#">Education Support Partnership</a> provides a free helpline for school staff and targeted support for mental health and wellbeing.</li> <li>• The schools has an employee assistance provider (Work place options) with the following free phone number 020 89876579 and this has been promoted to all staff</li> <li>• Teachers may wish to access the free MindEd learning platform for professionals, which includes a <a href="#">coronavirus (COVID-19) staff resilience hub</a> with materials on peer support, stress, fear and trauma and bereavement.</li> </ul>	Low
14	Lack of staff resources	Everyone	<ul style="list-style-type: none"> <li>• Staff have been asked to work as flexibly as possible. Managers have discussed and agreed any changed before they have been put in place.</li> </ul>	Low

	increases risk from Covid-19		<ul style="list-style-type: none"> <li>The school has reviewed existing practices and have used the DfE's <a href="#">workload reduction toolkit</a>.</li> <li>Staff have been made aware of the DfE range of resources, including <a href="#">case studies to support remote education</a> and help address workload.</li> </ul>	
15	Peripatetic / supply staff increase risk of Covid-19	Everyone	<ul style="list-style-type: none"> <li>All peripatetic and supply staff have confirmed they are not suffering any Covid-19 symptoms (new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell) before arriving on site.</li> <li>Records of peripatetic and supply teachers are kept for 21 days after their arrival and will be available for any Test and Trace purposes.</li> <li>The <a href="#">DfE guidance</a> will be followed.</li> </ul>	Low
16	Pupil behaviour increased risk of Covid-19	Everyone	<ul style="list-style-type: none"> <li>The behaviour policy has been updated to reflect the requirements of minimising Covid-19 spread and have been made available to pupils and parents before the start of term</li> </ul>	Low
17	Students behaviour in alternative provision may increase risk of Covid -19	Everyone	<ul style="list-style-type: none"> <li>None</li> </ul>	High
18	Teaching requires close supervision, e.g. power tools in D&T	Teacher and pupil	<ul style="list-style-type: none"> <li>Guidance from CLEAPSS will be followed on how to use power tools safely during the Covid-19 Pandemic</li> </ul>	Low
19	Exposure to Covid-19 during educational visits	Staff and pupils on visit	<ul style="list-style-type: none"> <li>The <a href="#">DfE guidance</a> on trips is being followed.</li> <li>Only non-residential day trips are currently allowed to Covid-19 secure locations</li> </ul>	Low
20	Exposure to Covid-19 during PE	PE Staff and pupils	<ul style="list-style-type: none"> <li>The <a href="#">DfE guidance</a> will be followed.</li> <li>The following advice has been followed: <ul style="list-style-type: none"> <li><a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroots sport</li> <li>advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> </ul> </li> </ul>	Low

			<ul style="list-style-type: none"> <li>The work with external coaches, clubs and organisations for curricular and extra-curricular activities have been carefully considered and operate within the schools wider protective measures in this risk assessment.</li> <li>Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing</li> </ul>	
21	Exposure to Covid-19 during music	Music staff and pupils	<ul style="list-style-type: none"> <li>Pupils will be physically distanced during lesson, where possible the lesson will be undertaken outside</li> <li>Music lessons will be limited to group sizes of no more than 15,</li> <li>Pupils will be positioned back-to-back or side-to-side,</li> <li>Instruments are not to be shared during a lesson</li> <li>Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies.</li> <li>The schools will keep up to date with DfE guidance</li> <li>All music equipment will be cleaned before a different bubble uses it</li> </ul>	Med
22	Extra curricular activities increase risk of Covid-19		<ul style="list-style-type: none"> <li>The <a href="#">DfE guidance</a> will be followed.</li> <li>Guidance followed includes <a href="#">Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak</a></li> </ul>	Low
23	Dedicated school transport increases the risk of Covid-19	Pupils	<ul style="list-style-type: none"> <li>dedicated transport providers will be asked for their risk assessments to ensure the <a href="#">DfE guidance</a> is being followed</li> <li>The school and local authority will work closely and in partnership together to ensure the school bus service is safe and sufficient.</li> </ul>	Med
24	Catering staff increase the risk of Covid-19	Everyone	<ul style="list-style-type: none"> <li>The catering provider has confirmed they are working to the <a href="#">guidance for food businesses on coronavirus (COVID-19)</a> as a minimum standard.</li> </ul>	Low
25	Building not maintained/used without maintenance undertaken	Everyone	<ul style="list-style-type: none"> <li>all the usual pre-term building checks have been undertaken to make the school safe, including managing the risks of Legionnaires' disease. The following guidance has been followed <a href="#">Legionella risks during the coronavirus outbreak</a>.</li> <li>The advice on safely reoccupying buildings from the Chartered Institute of Building Services Engineers' guidance on <a href="#">emerging from lockdown</a> has also been followed.</li> </ul>	Low
26	Staff and parents unsure what to do in the event of a local lockdown	Everyone	<ul style="list-style-type: none"> <li>The school business continuity plan has been updated to include procedures to follow in the event of a local lockdown</li> <li>The SBM/Head will contact the <a href="#">Public Health Team</a> and follow their advice, including what is in the <a href="#">Local Outbreak Control Plan</a>, and share with staff and parents.</li> </ul>	Low

due to a local outbreak of Covid-19		<ul style="list-style-type: none"> <li>• Guidance on communications and letter templates for schools to send to parents and staff will be shared via LCRC (London Coronavirus Response Centre)</li> <li>• Infection control support and training will be made available to staff via Public Health</li> </ul>	
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**Risk Rating : if High or Medium use Action Plan**

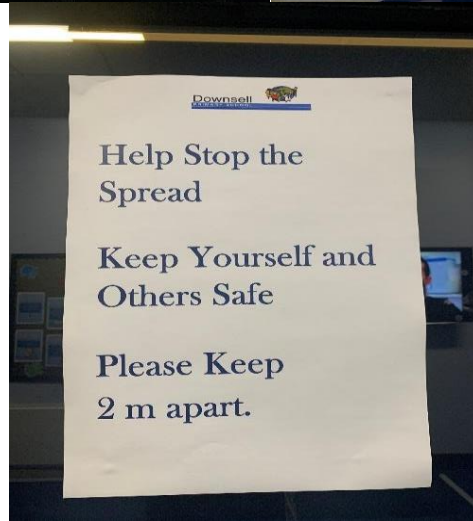
High = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard/hazardous event occurring Immediate action required, may require task to be suspended until issue resolved

Medium = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects, Action required in specific timeframe, normally within 3/6 months, may be sooner dependent on how serious an issue it is

Low = current controls are adequate to minimise the risk so far as reasonably practicable, check still relevant at next review date



Layout of classrooms (EY/KS1/KS2)



Examples of signage throughout the school



### **Social distancing in the office “office bubble”**

2m distance between all staff  
No hot seating by any staff  
No non office staff in office area

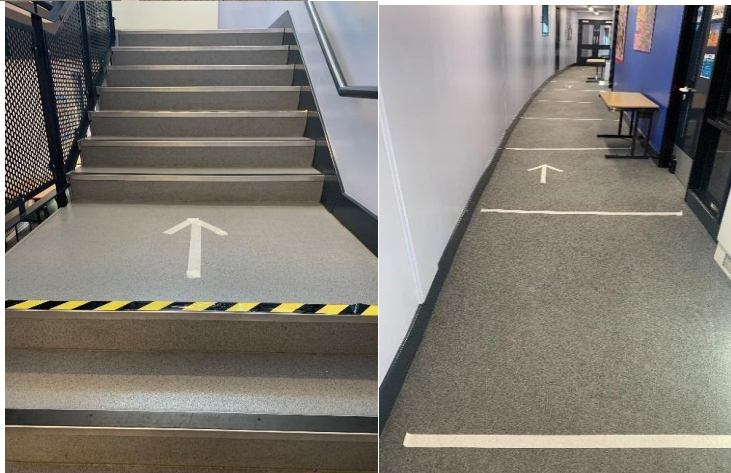






**One way system – Direction of flow**

Area: classes upstairs including





**Social distancing – outdoor area**

Area: Leading to Nursery



**Promoting social distancing in the office and hygiene**  
Area: Reception area including signing in



**Promoting social distancing in the staffroom**

## Appendix 1 Movement: Corridors

Time	Movement of traffic	Action required to reduce level of risk	Level of risk
8.30 - end of school day	<b>Upstairs corridor</b> - one direction of floor - up one set of stairs, along the corridor and down the stairs - traffic will flow in one direction except when going to the toilet	-Staff on corridor duty from 8.45a.m	
8.30 - 9.45	<b>Downstairs corridor</b> -One direction from office towards classroom only	-Social distancing will be emphasised and monitored	Low
	-Access towards toilets only are permitted	-Staff on corridor duty from 8.45a.m	Low
9.45a.m - 11.30a.m	- Any child or adult is unwell is taken to the newly converted medical room by the staffroom	-Social distancing will be adhered to	Low
	-When walking on the ground floor corridors keep left and give way to children / staff walking towards the office	-Emphasis on social distancing for pupils and staff -Pull over in corridors to allow social distancing (where possible)	Low
	-in an emergency situation keep left and allow the staff /pupil with the emergency have right of way	-Emphasis on social distancing for pupils and staff -Use classroom phones wherever possible to communicate	Low
12p.m - 12.30	-Traffic flow is ONLY towards the office	-Emphasis on social distancing for pupils and staff -Office staff to call classes with messages etc	Low
11.45 - 1p.m	School dinners <ul style="list-style-type: none"> <li>children will have lunch in their classes and will be walked outside avoiding the use of the corridors</li> </ul>	-Emphasis on social distancing for pupils and staff	Low
1p.m - 3.20p.m	-Traffic flow is ONLY towards the office	-Emphasis on social distancing for pupils and staff	Low



### **Social distancing – Corridors**

Area: main corridors from the office – One way system in place – see timings on page 21

## Appendix 2 : Staff Protocol

### When entering the building

Upon entering the building wipe the screen to sign in  
The school will provide disinfectant wipes which is located near the signing in screen  
used wipes to be binned in the lidded bin provided

After safely disposing of the wipes sign in on the screen

Wash hands with soap for 20 seconds immediately after entering the building (use staff toilets or only use bubble classroom if you are assigned to one)

Use hand sanitisers whenever passing stations or hand sanitisers provided for all staff

Adhere to social distancing (2m) whilst moving in and around the building – follow 2m signage directions inside and around the school

### When leaving the building

Before leaving the building staff to wash hands

2. Wipe the screen to sign out (if not using card)

- The school will provide disinfectant wipes which is located near the signing in screen
- used wipes to be binned in the lidded bin provided

3. After exiting the building adhere to social distancing (2m signage around school)

Follow the flow of direction to exit the school grounds.

### Appendix 3 : Washing of hands

<u>Start time</u>	<u>Washing Hands</u>	<u>Assembly /PSHE</u>	<u>Activate</u>	<u>Maths</u>	<u>Washing Hands/ Toilet</u>	<u>Playtime</u>	<u>Washing Hands/ Toilet</u>	<u>Reading/ Writing/ Transition activities</u>	<u>Activate</u>	<u>Washing hands / Toilet</u>	<u>Dinner</u>	<u>Washing Hands/ Toilet</u>	<u>P.E / Transition Activities</u>	<u>Wash hands/ Story time</u>	<u>Home time Staggered</u>

Promoting hygiene – washing hands incorporated in all timetables



## Appendix 4 : Outdoor Learning Area

These areas are out of use during staggered playtimes and staggered lunchtimes

Date:	Class	Stonehenge Area	KS1 sheltered area	Outside KS1 play area	Bunnies side / area	Bunnies side sheltered area	Area in front of school entrance	Sheltered area outside kitchen	Secret Garden area	Right side of the containers	Far side of the containers	Sheltered half of the football area	Far side of the football area

## Action Plan for Improvement

No.	Hazard/Hazardous Event (What can go wrong)	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By
1, 4, 21 & 23	Refer to the above numbers	A review of the revised guidance issued in August 2020 will be incorporated into this risk assessment	Low	SBM/ Head	26 Aug 2020		
2	Poor hand hygiene spreads the virus	<p>A review of the following will be carried out and addressed during the summer holidays:</p> <ul style="list-style-type: none"> <li>• whether the school has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly</li> <li>• supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative</li> <li>• building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them</li> </ul>	Low	SBM	1 Aug 2020	29 July	
5	Poor social distancing spreads the virus	<p>This is school dependant following DfE guidance</p> <ul style="list-style-type: none"> <li>• The following controls are in place for classrooms: Tables and chairs are facing the front of the class. <ul style="list-style-type: none"> <li>- Teachers will be 2m away from the children</li> <li>- All equipment will be sanitised for the class bubble</li> <li>- Each child will have their own stationary pack</li> </ul> </li> </ul>	Low	Head	26 Aug 2020		

		<ul style="list-style-type: none"> <li>● The following controls are in place for corridors: <ul style="list-style-type: none"> <li>- 2M distancing amongst adults</li> <li>- Minimal corridor movement</li> <li>- One direct - flow of traffic on the corridor</li> </ul> </li> <li>● The following controls are in place for toilets: <ul style="list-style-type: none"> <li>- Employment of a janitor solely responsible for regular cleaning and sanitising of toilets</li> </ul> </li> <li>● The following controls are in place for staff rooms: <ul style="list-style-type: none"> <li>- Limited number of staff in the staff room (7)</li> <li>- one at the microwave</li> <li>- Chairs not in use to be removed</li> <li>- Sofas in the staffroom to be turned around and out of use</li> <li>- Staff encouraged to eat outdoors</li> </ul> </li> <li>● The following controls are in place for offices: <ul style="list-style-type: none"> <li>- All staff to sit 2m away from each other</li> <li>- No hot seating</li> </ul> </li> <li>● The following controls are in place for outside areas: <ul style="list-style-type: none"> <li>- Children will be in class bubbles</li> <li>- Water water fountains - out of use</li> </ul> </li> <li>● The following are in place for other areas: <ul style="list-style-type: none"> <li>- Corridor movement restricted</li> </ul> </li> </ul>					
10	Pupils and staff use public transport to get to and leave school	The school will work with Local Authority colleagues on mapping pupil journeys to identify if any further controls can be put in place, e.g. walking bus	Low	Head	31 Aug 2020		
		At the start of the school term Pupils and Staff will be shown and trained in how to put on and remove their face covering, dispose/store safely	Low	SMT	From 3rd Sep 2020		

		Pupils will be shown how to wash/sanitise their hands before/on entering the building and monitored each day					
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**Risk Assessment Review:** During review of this risk assessment, any new controls identified in the action plan that are now in place should be transferred to the “Significant hazards and current controls” page to reflect the improvements made.

#### **Items to Consider Purchasing and Planning to support opening up the school**

- posters (for example, to encourage consistency on hygiene and keeping to own group)  
Also see annex C of <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#annex-d-list-of-things-to-consider-acquiring>
- soap for sinks, and where there is no sink nearby, hand sanitiser in rooms/learning environments, consider the availability of soap and hot water in every toilet (and if possible in classrooms)
- the location of hand sanitiser stations, for example at the school entrance for pupils and any other person passing into the school to use, and their replenishment
- disposable paper towels rather than hand dryers, to reduce aerosol production from drying wet hands
- the location of lidded bins in classrooms and in other key locations around the site for the disposal of tissues and any other waste, their double bagging and emptying
- ensuring you have a good supply of disposable tissues to implement the ‘catch it, bin it, kill it’ approach in each classroom and enough to top up regularly
- cleaning products including sanitising wipes for wiping some equipment
- tape for cordoning off areas and marking floors