

Risk Assessment

Covid 19. Schools are following the guidance and information provided by Public Health England and the DfE. This assessment records site specific arrangements at West Tytherley CE Primary.

Rationale

Numbers of Pupils: Our numbers on roll are currently 48. From September 2020, we anticipate that all children will be able to return to school in line with Government guidance.

Bubbles: Following the Government's decision to extend the number of children within a bubble in preparation for September opening, we needed to review our 2 'bubble' (infant and junior) organisation. Since we have 8 families who have siblings in both bubbles, Public Health England advised that this would contaminate the bubbles across school in the event of an outbreak. The school therefore is of the view that, due to low numbers and high numbers of siblings across the school, it should operate as one "whole-school" bubble. Whilst that will enable us to function effectively as we would normally do, in the event of an outbreak, we may be forced to isolate the entire school.

Location/Space: Children will return to school in their own classrooms. These have been organised as Beech (Yr, 1 and 2), Willow (Y3 and 4) and Oak ((Y5 and 6). Playtimes will use the playground and fields where possible to minimise risks for our children and social distancing measures (particularly with *adults to children* and *adult to adult*) will be observed. Lunchtimes will be split into two sittings (as usual) , to limit the space in the dining room and also increase the outside area for our children.

Staffing: Staff will now have more flexibility to move between the classes since we are one bubble and in turn, this will give us as a small school increased capacity. Staff should be aware of social distancing and ensuring that protective measures are always in place. In the event of staff absence, as usual, we will be able and willing to cover each other should the need arise.

Risk Assessment: This assessment has been based upon the above rationale to accommodate all primary school children to return to school after a very turbulent and disruptive year. It is important that we all follow the most up-to-date Government and LA guidance, so that we are able to effectively operate within the rules and keep everyone safe. Whilst there is a risk as the virus spreading across the school, it is important to reassure parents, children and staff that the school is doing everything possible to mitigate risks.

What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
Underlying Health conditions	Staff, students, or visitors who have underlying health conditions	Refer them to their GP for advice.	Follow up the advice for any members of staff concerned.	MW	Ongoing	
Staffing levels for first aid	Staff, students, or visitors	Paediatric 1 st Aider onsite. MW Full First Aid at Work trained. Most staff are emergency First Aid trained.	We have enough First Aiders on site.	HT	Ongoing	
Poor hygiene	Staff, students, or visitors	Snuffle stations set up.	Temperature gauged when entering school. Sanitising stations in all areas of the school and every classroom. Soap and paper towels in every classroom. PPE for staff should they request it. Cleaned with disinfectant at the end of every day by caretaker/cleaner. Cleaned throughout the day (desks, handles) by teachers & TAs. Posters and signs reminding children of effective hygiene. Children wear school uniform but these should be washed regularly.	Staff HT KR/VL Staff Staff HT	Ongoing	
Pupil Behaviour	Staff, students, or visitors	Behaviour policy in place. Social distancing already in place between children and adults and adults/adults. Rules and expectations reinforced.	Small classes – remind of behaviour policy. Assemblies used to reinforce good behaviour and routines. Add to behaviour policy with the elements needed for COVID-19 (i.e. social distancing from adults, washing hands regularly). In event of physically restraining pupils identify these prior to September. Write an IBMP for these children if required. Staff to socially distance and minimise time in close proximity (1 metre) with children. Taped/sprayed floors and coned off areas for parents and visitors.	HT, Reinforce systems ongoing.	Ongoing	

			One way system established and reinforced for all parents and visitors (in one gate, wait in waiting area socially distanced, leave through other gate).			
Staffing for emergency evacuations	Staff, students, or visitors	Emergency evacuation follow normal protocol.	Practice emergency evacuation of building adhering to rules. All classes are small – aim for 2 minutes out of building and repeat several times if this is not managed on the first occasion.	HT/staff	Ongoing	Within the first week practice fire drill.
Identifying and managing risk	Staff, Students, and Parents	Gov guidelines for identifying and managing pupils/staff who exhibit Covid19 symptoms in place.	Establish a room to isolate pupils or staff should they have symptoms. Ensure PPE is worn for staff needing to deal with parents. Parents need to be responsible for identifying these symptoms quickly and taking advice from 111 or their doctor if they are concerned. All emergency contact details need to be up to date. Parents need to be available should the school raise concerns and require a children to go home/isolate.	JR HT Parents KF/SB Parents	Ongoing	

Room	Max number of children/adults in this area	Extra precautions to be taken	Resources	Person responsible
Main office	2 people Visitors welcome but only by appointment. Non-urgent visitors discouraged.	<ul style="list-style-type: none"> Hand washing routines Hand sanitiser before signing in or out Placement of 'Snuffle Station' Reduce number of visitors (appt only) Desks, light switches and door handles cleaned at lunchtime and the end of the day. 	Paper towels Hand sanitiser Swing bins Cloths and spray	All individuals HT/KF/Parents KF/SB/cleaning staff
Finance office	1 person	<ul style="list-style-type: none"> Desks cleaned at lunchtime and the end of the day Regular hand washing routines 	Cloths and spray Soap, paper towels	KF/SB/cleaning staff Admin staff
Headteacher office	2 adults or 1 adult and 1 child	<ul style="list-style-type: none"> Regular hand washing routines Visitors limited and by appointment Continue Teams meetings online but some face-to-face permissible. Desks, light switches and door handles cleaned at lunchtime and the end of the day 	Soap, paper towels Cloths and spray	All individuals HT/Govs/LA HT/cleaning staff
Corridor leading to KS2 and stairs	2 people	<ul style="list-style-type: none"> One person moving at a time to maintain distances. Light switches and door handles surfaces eg. hand rails, cleaned at lunchtime and the end of the day 	Cloths and spray	All individuals KF/SB/Cleaning staff
SEN room	1 adult	<ul style="list-style-type: none"> Hand washing routines Desks, light switches and door handles cleaned after working 	Cloths and spray	All individuals Staff / cleaning staff
Staff room/ Photocopier	3 adults max	<ul style="list-style-type: none"> Regular handwashing routines Be aware of social distancing Hand sanitiser before and after using the photocopier / laminator Top surfaces, light switches and door handles (including fridge) cleaned at lunchtime and the end of the day 	Soap/towels Cloths and spray	All individuals All individuals KF/SB/ Cleaning staff
Infant toilets	1 child at a time	<ul style="list-style-type: none"> Hand washing facilities Surfaces cleaned at breaktimes and end of day Adults to socially distance if needed to assist. If intimate care is required, child encouraged to manage this or parents called. 	Soap and paper towels Cloths and spray	All individuals TG/AB/ cleaning staff
Junior toilets	1 child in boys 1 child in girls	<ul style="list-style-type: none"> Hand washing facilities Surfaces cleaned at breaktimes and end of day 	Soap and paper towels Cloths and spray	All individuals Staff / cleaning staff
Library	5 children max	<ul style="list-style-type: none"> Now books and library can be used 		HT

Room	Max number of children/adults in this area	Extra precautions to be taken	Resources	Person responsible
(Study area outside library	6 children maximum or 1 adult and 2 children	<ul style="list-style-type: none"> • Hand washing routines • Surfaces cleaned at lunchtime and end of day 	Cloths and spray	All individuals Staff / cleaning staff
Cloakrooms	Small groups to access	<ul style="list-style-type: none"> • Coats, water bottles and lunch kept in classroom under their desk • Orderly behaviour/expectations 		Individuals/Staff All Children
Classrooms	All class able to accommodate – no restrictions on number.	<ul style="list-style-type: none"> • Handwashing facilities • Routines for lining up • Use of fire doors are permitted to access outdoor areas if required • Children can share desks as normal and their equipment. • Equipment cleaned at end of day. • Laptops wiped down after use and replaced in charging unit and checked by adult. • Desks cleaned at beginning of day and at the end of the day. • Behaviour orderly and awareness of safety of others. • Be aware of any shared resources that may need to be washed before next use. 	Soap, hand towels Hand sanitiser Access to 'Snuffle Stations': Located near KS2 main door and inside willow; Near Infant door and near courtyard exit. Trays with individuals equipment may be used.	All teachers/support staff. All individuals
Playgrounds & field	All children are allowed to play on playground and school field.	<ul style="list-style-type: none"> • Adults only to get a limited range of equipment out and put away. • Walkie talkies used every play to communicate with staffroom and office. • Handwashing at end of play as they come into the building. • Lining up as normal. 	Clothes and spray. Walkie Talkies	All staff
First Aid	First aid administered by first aider. No more than 1 child and 1 adult.	<ul style="list-style-type: none"> • Maintain social distances between child and adult. • Regular hand washing routines • Use PPE (mask and gloves - stored in medical cupboard). • Contact parents if required as per policy 	Soap, towels Sanitisers. First Aid equipment available.	First Aider/Paediatric first aiders.
Kitchen	Access is now permitted. Breakfast club in operation. Cleaning down area after use.	<ul style="list-style-type: none"> • No shared cooking or preparing food in school. • Use this room to isolate individuals should they exhibit symptoms and need to wait for parents to arrive. 	Bed available PPE Soap and hand towels	All individuals First Aider/Paediatric first aiders/HT/KF