

Schools Risk Assessment

School	The Winchcombe – March 2021 full re-opening V.8					
Job, Activity or Task	Covid 19 protective measures in primary schools and early years settings					
List the Hazards?	Who might be harmed & how?	What are you already doing to lower risks?	Additional actions required	Action by Whom?	Action by when?	Date complete
Capacity of the school building to accommodate children required	Staff, pupils visitors to site	<ul style="list-style-type: none"> Ensuring all children stay in their class bubble of 30 except FS who will be one contained, bigger bubble Cohort are segregated from each other to reduce social interaction – all bubbles in their own classrooms for lunch except FS2 and Year 1 who will have separate sittings in hall with cleaning of all surfaces between sittings Start and end times, breaks and lunchtimes are staggered to decrease bubble infections Facilities are allocated for sole use of each cohort – toilets have been allocated for each group of bubbles including for staff 	<ul style="list-style-type: none"> Communicate to all stakeholders Staggered start, break and finish times for EYFS/KS1 and KS2 Split up for each bubble Toilets and classrooms created for each bubble 	NP/SLT	8/3/21	8/3/21
Maintaining adequate Staffing	Staff	<p>Staffing allocation is done on a daily basis and the following are considered:</p> <ul style="list-style-type: none"> Authorisation onto the school site will be by the Headteacher. All staff medical needs have been discussed with the Head teacher prior to 	<ul style="list-style-type: none"> HT to discuss individual staff cases 	NP	8/3/21	8/3/21

06/04/2020

Notes:

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		<p>them entering the school. Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed, any changes must be noted and if required new control measures put in place.</p> <ul style="list-style-type: none"> • Suitable and sufficient provision must be made for the provision of first aid, physical intervention, emergency procedures response, - a fire drill is scheduled for the w/b 8/3/21. All bubbles have PPE equipment in room • Lone working should be avoided – everyone is in a bubble <p>Staff to staff interaction;</p> <ul style="list-style-type: none"> • PPA in year groups not phase groups • No physical contact. • Maintain social distance wherever possible • No close contact activities. Close contact is defined as: <ul style="list-style-type: none"> ○ Face to face within 1 metre for more than a minute ○ Conversation within 1 metre for more than a minute ○ Skin to skin contact ○ 2 metres at 15 minutes duration 	<ul style="list-style-type: none"> • Check RA's for pupils' have been discussed with SLT • Reminders sent in guidance to staff • If replacement PPE needed contact SBM • It is recognised that in some instances this is not possible, eg FSWs who, as part of their role, work together to provide support and witness to each other. Confidential conversations take place behind closed doors. Advised, when possible, to keep window open for ventilation • Desks moved apart to ensure 2 m distance • New phone line and phone installed ensuring one phone each. 	KB/SB	8/3/21	8/3/21
				SLT	8/3/21	8/3/21
				SLT	8/3/21	8/3/21
				SLT	8/3/21	8/3/21
Access to and egress from site		<p>Everyone on entering site must wash hands or use appropriate hand sanitiser.</p> <ul style="list-style-type: none"> • Stop all non-essential visitors entering site – all parents have been notified that they will have to meet by phone or virtually • Monitor site access points to 	<ul style="list-style-type: none"> • Ensure that all staff wash hands when they enter the building • Ensure 20 second hand washing when pupils enter bubble • HT to remind parents again of need to wash pupils' hand before they 		8/3/21	8/3/21

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		<p>enable/ensure bubbles do not cross over – all parents have a designated drop off time and place and will be reminded to keep 2 metres apart with banners and stickers where possible.</p> <ul style="list-style-type: none"> • Require all persons to wash or sanitise their hands before entering or leaving the site. All stakeholders are reminded daily to do this. Poster reminders are up all over the school • Allow plenty of space (two metres) between people waiting to enter site – markings on floor to act as a reminder to parents • Regularly clean and disinfect common contact surfaces in reception, (including the electronic sign in/out system), office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times. There is 60%+ hand sanitiser in all bubbles and common areas as well as hand towels • Reduce the number of people in attendance at site inductions and consider holding them outdoors, wherever possible. All contractors will be wearing PPE or will be outside and well over 2 metres away from staff and pupils • Try to avoid hot desking if possible. Where not possible, ensure there are cleaning sprays or wipes available for staff to clean desks, screens, keyboards, phones etc. at the start and end of each day, or during the day should the users of equipment change. No-one shares a desk – individual stations will be cleaned after 	<p>leave their home, keep 2 metres apart from each other</p> <ul style="list-style-type: none"> • All visitors on site to wear face masks 			
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		each day				
Classroom usage		<p>Where possible Staff are to maintain a safe distance between each other (2 metres). We have clearly stated to parents and staff that we cannot guarantee social distancing in bubbles between both pupil to pupil and staff to pupil</p> <ul style="list-style-type: none"> Limit the number of persons in each room/area to follow social distancing guidance. All persons are to wash their hands prior to or upon entering classrooms. Cohorts must not mix with each other during teaching time. At breaks or outdoor activities each year group has an area on the playground to ensure bubbles play away from each other Classrooms to be kept very well ventilated. Windows will be open during the day 	<p>Playtimes and lunchtimes staggered and children kept in class bubbles</p>	SLT	8/3/21	
		<p>Strict hygiene rules to be implemented. All staff to be asked to do the following:</p> <ul style="list-style-type: none"> Wash hands on entry to school. Use alcohol-based hand sanitiser where hand washing facilities are not available. Hand sanitiser is in each bubble along with paper towels and bins with lids Establish a routine for hand washing. Everyone washes hands on entering school, before snack/break time, before lunch and before they go home Display PHE handwashing posters around school Wash hands if face is touched. All hand contact surfaces to be cleaned throughout the day. Sanitiser and towels in each bubble to ensure this 	<p>Remind staff in bubbles to keep as many windows open as possible</p>	SLT	8/3/21	

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		<ul style="list-style-type: none"> Only use cleaning products supplied by the school. – all cleaning products have been purchased through the school <p>Equipment:</p> <ul style="list-style-type: none"> Ensure all equipment used is cleaned daily or between uses by separate cohorts. Cleaners will clean all bubbles after school. FS bubble staff will clean shared equipment before use by another bubble <p>Activities and resources</p> <ul style="list-style-type: none"> Resources should be cleaned after use (including computers) and between separate cohorts. Hand sanitiser and paper towels provided to ensure this <p>Personal care for pupils</p> <ul style="list-style-type: none"> Where personal care routinely already involves PPE then this should continue to be the case, no additional measures are required. Masks are available for any staff with high needs children where a fluid transferral is possible. 				
Offices		<ul style="list-style-type: none"> Where possible offices to be used by one person only. Desk, chair, phone, IT equipment to be wiped down with sanitiser before and after use when sharing a space. 		FSW/SLT	8/3/21	ongoing
Use of outdoor areas and play equipment	Staff, pupils	<ul style="list-style-type: none"> Outdoor equipment to be cleaned between uses by separate cohorts. Children to wash hands before and after use of outdoor equipment. 	<ul style="list-style-type: none"> FS staff to clean between each bubbles' use of equipment SAL to use climbing frame 	FS bubble staff	8/3/21	ongoing

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Access to staff toilets, rest rooms and changing facilities	Staff	<p>Staff to follow social distancing guidance where possible.</p> <ul style="list-style-type: none"> Enhanced cleaning throughout the day and at the end of each day. Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. Bin liners should be used in all bins. 	<ul style="list-style-type: none"> Staff room closed except for preparation of refreshments It is advised that no more than 2 staff members to be in the staff room at any one time in order to ensure a safe 2m social distance from each other No cakes/biscuits/sweets to be brought into school to share 	SLT	8/3/21	ongoing
School meals	Staff, pupils	<ul style="list-style-type: none"> Food and drink should only be consumed in areas that are suitable and can be easily cleaned Break times are staggered to reduce congestion and contact. Cohort groups should not mix. Hand sanitiser is made available before entering any room where people eat and will be used again by all persons when leaving the area. Food displays should be protected against contamination by coughing, sneezing, etc. Payments should be taken by contactless methods wherever possible. All pupils will have own water bottles Tables and chairs will be cleaned before, between and after use All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up. All areas used for eating will be thoroughly cleaned at the end of each break and between cohorts, including chairs and door handles 	<ul style="list-style-type: none"> Children should not bring in sweets to share with their class FS and Y1 use the dining room for lunchtime which has been re-arranged to house the separate bubbles. No lunchtime staff to cross over these bubbles. Y2 to Y6; hot food and picnic bags are delivered to tables in the circulation areas outside the classrooms by the kitchen staff. TO BE REVIEWED APRIL 21 Lunchtime controllers (LTC) serve the children their food and clear away their plates. Tables are sanitised after lunch by LTCs. 	SLT	8/3/21 19/4/21	ongoing

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<p>Wrap around care</p>	<p>Staff, pupils visitors to site</p>	<ul style="list-style-type: none"> To commence on 15/3/21 Extra care taken with food hygiene, pupils are not to share food or use communal utensils/equipment to prepare their own. Numbers will be dependent on keeping to small consistent bubbles and have minimal bubble mixing Measures taken should align with those taken during the school day 	<ul style="list-style-type: none"> Remind all pupils to not share food Kitchen to prepare snacks and wrap individually Three bubbles 			
<p>Suspected cases of Covid 19</p>	<p>Staff, pupils visitors to site</p>	<p>If a person displays symptoms such as high temperature or a persistent cough, they should:</p> <ul style="list-style-type: none"> Notify the Headteacher immediately. Avoid touching anything. Move pupil to a separate room and contact parents for immediate collection. If a staff member needs to stay with them then they must remain 2m away. If personal care needs are required then appropriate PPE (gloves, apron and face mask) should be available for use by the member of staff with them in these circumstances. Follow guidance on safe fit, use, removal and disposal of PPE and RPE. If a staff member shows symptoms they must go home immediately. All other persons are to maintain a safe distance from affected individual. If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. Areas occupied and equipment used by the affected person must be thoroughly 	<ul style="list-style-type: none"> location of isolation area: courtyard near meeting room and SAL class rooms and staff room courtyard 	<p>SLT</p>	<p>8/3/21</p>	

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		<p>cleaned and disinfected.</p> <ul style="list-style-type: none"> • They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed. • All parents have been told to keep their children at home if anyone in the family bubble has symptoms • If it becomes known that a parent has not been keeping to social distancing measures then parents have been notified that HT will consider preventing entry to the school <p>A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks.</p>				
Cleaning	Staff, pupils visitors to site	<p>A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> • Hard surfaces to be cleaned prior to disinfecting. • A combined detergent disinfectant solution or chlorine-based cleaner is to be used. • Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc. • Hand towels and hand wash are to be 			8/3/21	ONGOIN G

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		<p>regularly checked and replaced</p> <ul style="list-style-type: none"> Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. Only cleaning products supplied by the school are to be used. Bin liners should be used in all bins 				
First aid provision	Staff, pupils visitors to site	<p>It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum, and those administering first aid should wear normal PPE appropriate to the circumstances.</p> <p>Wash hands and ensure the affected area is cleaned upon completion</p>	<ul style="list-style-type: none"> Remind staff that they can wear face masks if giving first aid assistance to a child 	NP	8/3/21 and on-going	8/3/21 and on-going
Fire	Staff, pupils visitors to site	<ul style="list-style-type: none"> Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation). Cohorts should assemble together and not mix with other groups. In the event of an unplanned evacuation, fire safety must take priority over social distancing. 	<ul style="list-style-type: none"> Planned evacuation to take place week commencing 8/3/21 			
Deliveries and waste collection	Staff, pupils visitors to site	<ul style="list-style-type: none"> If practicable drivers should wash or clean their hands before unloading goods and materials. Do not approach delivery staff, allow packages to be left in a safe place. Hands are to be thoroughly washed after handling all deliveries or waste materials. Waste bags and containers - to be kept closed. 				

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		<ul style="list-style-type: none"> • If possible, waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours). 				
Visitors to site	Staff, pupils visitors to site	<ul style="list-style-type: none"> • No non-essential visitors are allowed onto the school site. • All visits to site are by appointment only • All visitors to be made aware of site rules • Only visitors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read signs in reception regarding good hygiene. 				
Contractors	Staff, pupils visitors to site	<ul style="list-style-type: none"> • Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene. • Staff and contractors are to maintain a safe distance between themselves and others (2 metres). • All contractors are to wash their hands upon entering the site. • Strict hygiene rules to be implemented, all contractors are to be asked to do the following: <ul style="list-style-type: none"> ○ Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. ○ Repeat the hand washing/sanitising every hour. • Site inductions are to be carried out following social distancing principles (2m separation). The contractor is to notify the premises 				

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		staff of all areas visited, in order that these can then be thoroughly cleaned.				
Lack of awareness	Staff, pupils visitors to site	<ul style="list-style-type: none"> Posters will be displayed in the welfare areas and in suitable places around site. “Toolbox talks” will be carried out for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms. 				
Hand sanitiser	Staff, pupils visitors to site	<ul style="list-style-type: none"> To be effective on viruses hand sanitiser must be a minimum of 60% alcohol. When used, hand sanitiser should be allowed to dry or evaporate before touching your face, nose or eyes or other surfaces. Do not use near heat sources. Note: it is preferable to use soap and water before resorting to hand sanitizer. Hand sanitiser must be stored in accordance with the manufacturer’s instructions Use of hand sanitiser by pupils must be supervised A COSHH assessment should be undertaken and all staff to be made aware of the appropriate use, storage and risks of the hand sanitiser provided by school. 				

Risk assessment completed by	Neil Pilsworth	Signature	<i>N. Pilsworth</i>
Risk assessment sponsored by	Sheilagh Peacock	Signature	

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Date assessment completed	14/07/20
Risk assessment communicated to relevant staff by	Briefing <input type="checkbox"/> Email <input type="checkbox"/> Copy & Signature <input type="checkbox"/> Other <input type="checkbox"/>

Review Date	Assessor	Signature	Sponsor	Signature
24/08/20	N Pilsworth		S Peacock	
18/09/20	S Peacock		N Pilsworth	
25/09/20	S Peacock		N Pilsworth	
30/09/20	S Peacock		N Pilsworth	
05/10/20 <i>(following WBC H&S tour of school)</i>	S Peacock		N Pilsworth	
03/11/20	S Peacock		N Pilsworth	
12/11/20 <i>Following C19 case</i>	S Peacock		N Pilsworth	
8/3/21	S Peacock		N Pilsworth	

Additional guidance documents:

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers>

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