

Senacre Wood Primary School Risk Assessment

Activity / operation/ event: Whole school return					Assessment date: August 2020		
Establishment: Senacre Wood Primary School					Review date: On going		
Step 1 Identify the hazards	Step 2 Who might be harmed & how?	Step 3 What are you already doing?	Risk rating trivial/ low / medium / high / stop	Step 4 Is anything further needed?	Step 5 Action & review		
					Action required	Responsible person	Date completed
COVID-19 infection	Pupils, staff and parents could become infected with COVID-19 through lack of hygiene	<ul style="list-style-type: none"> ○ All children and adults will clean their hands on a regular basis and for at least 20 seconds. ○ This will always be completed on arrival, before and after break, before and after eating and after using the toilet and after sneezing/coughing. ○ All classrooms, office areas and entry points to the school will be provided with hand sanitiser. ○ Staff to ensure children have regular opportunities to wash their hands during the day. This will come part of their normal classroom routine. ○ Maintain 'catch it, bin it, kill it' approach. ○ Ensure sufficient stock of tissues in every classroom and areas accessed by adults. ○ Face coverings are not recommended by Public Health England for use in Primary Schools because misuse can inadvertently increase risk of transmission. <ul style="list-style-type: none"> ➤ Parents to remove disposable face masks from children when they arrive at school. ➤ Masks should be stored in a sealable plastic bag. 	Low	Not at present			
Transmission of COVID-19 from infected	Pupils, staff and parents are at risk	<ul style="list-style-type: none"> ○ Ensure that pupils, staff and any other adults do not come into school for 10 days if they have coronavirus symptoms and they should be tested 	Low	Not at present			

<p>person</p>	<p>of catching COVID-19 if they come into contact with someone who has coronavirus or symptoms of coronavirus .</p>	<p>immediately.</p> <ul style="list-style-type: none"> ○ Staff should be vigilant in reporting their own symptoms to HT/DHT. ○ Ensure that anyone who develops symptoms during the school day is sent home. ○ If anyone in school develops a new and persistent cough or a high temperature or a change in their normal sense of smell and taste, they must be sent home. They should self isolate for 10 days and should arrange a test to see if they have coronavirus. ○ Other members of the household (including siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. ○ Any staff attending to a child who falls ill must wear full PPE and the child will be isolated in the medical room. The room must be ventilated. Medical room to be disinfected with household bleach after an ill child has been in it and staff must wash their hands for at least 20 seconds. Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with the pupil do not need to self-isolate unless they develop symptoms themselves or if the symptomatic person subsequently tests positive. ○ Staff and pupils must get tested if they have symptoms and report the outcome to the HT/DHT. ○ If the test is negative, the child can return to school, as long as they do not have a temperature. ○ If test is positive then HT/DHT will contact Public Health England, who will advise on the next steps. ○ Staff and pupils must follow the government's stay at home guidance when self-isolating. ○ Ensure that any pupils, parents, and staff subject 					
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		to any local area lockdown or have been informed of possible contact as a result of NHS Track and Trace does not come into school.					
Risk of a COVID-19 transmission from touching contaminated surfaces and sharing resources	Pupils, staff and parents are at risk of catching COVID-19 if they touch a surface that has COVID-19 on it.	<ul style="list-style-type: none"> ○ Frequently touched surfaces used by more than one class bubble to be cleaned throughout the day by onsite cleaner. ○ Doors to be kept open where possible. ○ Tables in the hall to be cleaned between each bubble. ○ Additional cleaner to wipe surfaces used in staff areas throughout the day including surfaces in PPA room. ○ Staff to wash their hands before and after touching children's books. ○ Additional cleaner to regularly clean toilets, classroom tables and high touch areas throughout the day. Classrooms will be accessed when children are at break/lunch. ○ Resources that are shared between bubbles such as art, sports, science equipment and ipads should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused for 48 hours (72 hours for plastics) between use by different bubbles. ○ Outdoor play equipment should be frequently cleaned. 	Low	Not at present	As weather gets colder, it is important that rooms are well ventilated at break and lunchtimes if doors can not be kept open.	Emily Sweeney	On going
Risk of transmitting COVID-19 from contact between pupils/staff and other	Pupils, staff and parents are at risk of catching COVID-19 if contact is not	<p>Children will be in class bubbles for as much as possible during the day. We will be operating the following bubbles: EYFS, KS1, Lower KS2 and Upper KS2 for break and lunch times.</p> <p style="text-align: center;"><u>Classroom measures</u></p> <p>When children are learning within the classroom, they will</p>	Low	Not at present	From term 2, hot dinners are being reintroduced. Classes will still be in bubbles in the school hall. Risk assessment	Emily Sweeney	On going

adults	controlled.	<p>not be expected to distance in the same way as adult. This means social contact is minimised by:</p> <p><u>EYFS</u></p> <ul style="list-style-type: none"> ○ Assigned carpet spaces ○ Basic provision in setting e.g no soft furnishings. ○ Teacher will direct resources available that can be cleaned between use ○ Classrooms to be well ventilated and doors to stay open where possible. ○ Resources be to cleaned regulary ○ The classroom has their own set of toilets to use. <p><u>Years 1-6</u></p> <ul style="list-style-type: none"> ○ All desks and pupils facing forward in rows ○ Where children sit on the carpet, spaces will be assigned. ○ Adults to work side by side with pupils avoiding facing one another directly ○ All children will have their own pencil case for their stationery. ○ Classrooms to be well ventilated and doors to stay open where possible. ○ Year 1 and 2 have their own classroom set of toilets to use. ○ Lower and upper KS2 bubbles have their own allocated toilets to use. <p style="text-align: center;"><u>Arrival at and leaving school</u></p> <p>Arrival times and finish times will be staggered to minimise the risk of parents and children mingling together. Parents will not be allowed on the school site and will drop their child at the school gate at their allocated time. There will be a member of SLT on the gate as well as a member of</p>			<p>received from CDC.</p> <p>From Term 2, a change to staggered starts and finishes:</p> <p>8:15-Breakfast club</p> <p>8:45-Sibling Slots</p> <p>Front gate</p> <p>9am-EYFS</p> <p>9:15am- Year 1 and 2.</p> <p>Back gate</p> <p>9am-Year 3 and 4</p> <p>9:15am-Year 5 and 6..</p>		
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the child's teaching team.

Break and lunch times

EYFS

- Break and lunch times will be operating in the EYFS classroom.

Year 1-6

- Children in Years 1-6 will play in their bubbles (KS1, Lower KS2 and Upper KS2) on an allocated playground.
- Children will continue to eat packed lunches whether provided by home or by school for Term 1. They will have an allocated time slot in the school hall. Tables will be cleaned thoroughly between each bubble.
- If wet break/lunch, children will stay indoors in their own classrooms or within their own bubbles. We will be operating the following bubbles: EYFS, KS1, Lower KS2 and Upper KS2).

Assemblies

- No whole school assemblies will take place in the hall.
- There will be a weekly live Celebration Assembly via Microsoft Teams each week.
- No singing assemblies.

Events involving parents

- Parents and staff should avoid face to face meetings and use telephone calls instead.

		<ul style="list-style-type: none">○ There will be no face to face events involving parents○ The format of Parent's Consultation evenings will be confirmed during the Autumn term.○ No parents/visitors on site unless a prior appointment has been made and health and safety measures have been agreed and are followed. <p style="text-align: center;"><u>Emergency evacuation</u></p> <ul style="list-style-type: none">○ In the event of a fire or evacuation, usual procedures should apply and children and staff should leave by the nearest exit to the evacuation points. Evacuation takes a higher priority over infection control. <p style="text-align: center;"><u>First Aid</u></p> <ul style="list-style-type: none">○ Staff should wear full PPE when attending to a child with a minor first aid injury as a result of an accident or illness.○ Staff to follow procedures regarding isolation in medical room and sending pupil home in the event of illness and COVID-19 symptoms. <p style="text-align: center;"><u>Staff meetings, PPA and staff training</u></p> <ul style="list-style-type: none">○ All staff meetings and training will be held remotely via Microsoft Teams.○ PPA room will still be in operation. Only one person can work in there at a time. All surfaces must be cleaned after use. <p style="text-align: center;"><u>Staff room</u></p>					
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- Staffroom can be used to make drinks and heat food. The fridge can be used to store lunches.
- Hot drinks must be in plastic/metal cups with lids.
- Staff will endeavour to stay 2m apart and will vacate the staff room as soon as food/drinks are prepared.
- All equipment must be wiped down after using.
- Break out spaces outside of classes can be used by staff. Staff must remain in their bubbles.

Adult toilets

- Taps etc need to be wiped down after use.
- Only one adult at a time in the staff room female toilet.

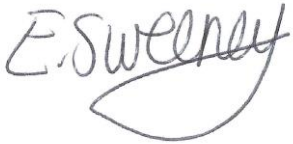
School office

- Visitors to be arranged by appointment only.
- Staff to avoid visiting office and contact admin staff by phone and email
- Teachers to avoid sending pupils to school office and use email and phone instead
- Keyboards, telephones, buzzers and surfaces to be wiped regularly throughout the day
- Adults to maintain 1m social distancing with extra precautions in place.

Cover teachers, specialist teachers and others who move between bubbles

- Some members of staff will move between bubbles to deliver our full curriculum. This is an acceptable level of risk to deliver a broad and balance curriculum.
- Staff who move between bubbles will hand wash

		<p>or sanitise between each group.</p> <ul style="list-style-type: none"> ○ Staff will maintain at least 1m distance from pupils. 					
Risk of transmitting coronavirus during breakfast club	Pupils, staff and parents may become infected by COVID-19 from the use of breakfast club	<ul style="list-style-type: none"> ○ Children will arrive at 8:15am for breakfast club at the main gate. ○ Their breakfast order will be taken and the children will be escorted round to their classroom. ○ The children will remain in their classroom for breakfast. ○ Adults will be wearing disposable gloves and the food will be carried on a tray. 	Low	Not at present			
COVID-19 infection	Staff, pupils and parents may be at risk of COVID-19 in the event of an outbreak	<p><u>Local outbreaks</u></p> <ul style="list-style-type: none"> ○ If a local area sees a spike in infection rates, appropriate authorities will decide which measure to implement to help contain the spread. Health protection teams will advise the next steps. ○ In the event of a local outbreak, the PHE protection team or local authority may advise a school or a number of schools to close temporarily to help control transmission. This may involve a return to only remaining open for vulnerable children and the children of key workers and providing remote education for all other pupils. <p><u>Remote education</u></p> <ul style="list-style-type: none"> ○ Where a class, group or small number of pupils need to self-isolate or there is a local lockdown requiring pupils to remain at home, the school will 	Low	Not at present			

		offer remote education. <ul style="list-style-type: none">○ The learning would be via our online platform Seesaw and the children would have at least a Maths and English lesson to complete every day.					
Assessor name(s): Emily Sweeney				Job title: Headteacher			
Signature: 				Review date: Ongoing Reviewed with changes for Term 2: 23.10.20			