

## RE-OPENING Risk Assessment ALL YEAR GROUPS – SEPTEMBER 2020



<b>Location / Site</b>	Ashton CEVC Primary School
<b>Activity / Procedure</b>	Full Re-Opening
<b>Assessment date</b>	1/03/2021– to be updated regularly until re-opening

<b>Identify people at risk</b>	YES or NO
<b>Employees</b>	YES
<b>Children</b>	YES
<b>Visitors</b>	YES
<b>Contractors</b>	YES

<b><u>Identify hazard</u></b>
<b>Lack of social distancing in the classroom</b> resulting in direct transmission of the virus
<b><u>Control measures</u></b>
List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> <li>1. Remove excess equipment and resources from the classroom.</li> <li>2. Juniors to be sat in lines in line with government guidelines. Infants to be spaced at tables when working at desks.</li> <li>3. Lessons planned for individual work or paired work (not group work in first instance)</li> <li>4. Where possible staff to be at front or side or back of room</li> <li>5. Conversation in the classroom from adult height, where appropriate</li> <li>6. If close feedback or communication needed – side to side not facing child</li> <li>7. Set seating plan so children have their desk which is the same every day</li> <li>8. Coats kept on pegs – children sent in small groups to hang up and collect coats – supervised when not in the classroom.</li> <li>9. Children stay in their class for the majority of the time, lunchtime –children can sit around tables at lunchtime.</li> <li>10. Playtimes –all children can go out together as they are one bubble group.</li> <li>11. When moving around – children move in small groups and managed by teacher to carpet and to tables etc.</li> <li>12. Sitting on the carpet needs to be as spread out as possible.</li> <li>13. Water bottle on desks to remove need of children moving around classrooms</li> <li>14. Ensure good ventilation in each classroom all day or if cold allow for ventilation at playtimes and lunchtimes. (windows or doors open) Not including fire doors. The doors will need to be shut in the event of an evacuation.</li> <li>15. PE outside for first 4 weeks and then reviewed</li> <li>16. BUBBLES: Children are in one bubble group as there are only 28 in the school.</li> </ol>

<b><u>Identify hazard</u></b>
<b>Lack of social distancing using toilets and poor hygiene</b> resulting in direct and indirect transmission of the virus
<b><u>Control measures</u></b>
List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> <li>1. Toilets revert back to normal use – cleaned during the day with virucidal</li> <li>2. Children instructed – if cubicles are in use – wait outside</li> <li>3. Hand gel used after toilet use as well as washing hands</li> <li>4. Extra Signs in toilet re washing hands</li> <li>5. Wedges for the toilet external toilet doors if not fire doors.</li> <li>6. Extra soap ordered to ensure we do not run out</li> </ol>

**Identify hazard**

**Lack of social distancing waiting to enter classroom in morning** resulting in direct transmission of the virus

**Control measures**

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Parents say goodbye to children at the bottom of the ramp by the church and they come up the ramp to the playground on their own.
2. Drop-Off time 8.40-8.55am to allow staggered entry.
3. Staff to be out on the playground from 8.40am to meet the families and send the children straight in.
4. Instructions shared re social distancing between families in the morning with parents and children – information sheet to be sent to parents.
5. School Lead and HT to be on duty to supervise
6. Phased return in first week to support routines for adults and children re drop off and pick up
7. Pick up to be staggered by surname – A-K 3pm and L-Z at 3.10pm

**Identify hazard**

**Lack of social distancing during playtimes and lunchtimes** resulting in direct transmission of the virus

**Control measures**

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. All children can be at playtime at the same time.
2. Reduced playtime equipment – hard surfaces and can be easily cleaned
3. Games discussed which encourage social distancing
4. Staff supervision throughout –staff to try and ensure more than 2 metre distancing between each other (staff).

<b><u>Identify hazard</u></b>
Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
<b>Lack of social distancing when eating lunch</b> resulting in direct transmission of the virus
<b><u>Control measures</u></b>
List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> <li>1. Children will sit in the hall to eat their lunch.</li> <li>2. Lunchtime staff team to supervise in the hall and at playtime as is usual practice.</li> <li>3. Tables to be wiped down before and after lunch before being put away.</li> <li>4. Lunchboxes can now be brought into school from home, parents to ensure they are washed every evening.</li> </ol>

<b><u>Identify hazard</u></b>
Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
<b>Lack of social distancing in the corridors</b> resulting in direct transmission of the virus
<b><u>Control measures</u></b>
List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> <li>1. Children staying in their classroom and will access the outside from different doors where possible.</li> <li>2. One boy and one girl going to toilet at one time from each class. Wait for them to come back before allowing the next person to go.</li> <li>3. Messages to office/other staff via walkie-talkies if needed.</li> <li>4. Agree instructions with children concerning going and returning to toilet</li> <li>5. Staff to wear face masks in communal areas where 2 metre social distancing is not possible. Staff can choose to wear them in the classroom if this is their preference – not for phonics teaching.</li> </ol>

<b><u>Identify hazard</u></b>
Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
<b>Contact of shared resources</b> resulting in indirect transmission of the virus
<b><u>Control measures</u></b>
List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> <li>1. Children have own stationary packs in a popper wallet. This will be on their table.</li> <li>2. Tubs of resources for pairs if needed – maths cubes etc</li> <li>3. Tables, door handles and other surfaces cleaned every night</li> <li>4. Lessons planned so resources are paired and not group</li> <li>5. Children allocated a white board and have on their desk in their popper wallet.</li> <li>6. Resources on tables ready for lesson and not distributed within the lesson where possible.</li> <li>7. Children encouraged to wash hands / use hand gel before lessons and after each lesson</li> <li>8. Resources left on front tables for cleaning – if shared within the day</li> </ol>

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9. All surfaces left clear at end of the day to help with cleaning procedures.
10. Reading books can be swapped but those returning from home must be placed in a box to sit for 72 hours before them being returned to the shelf on a Monday.

### Identify hazard

Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

### Emotional distress of the children

### Control measures

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Small school so children know all members of staff.
2. Individual risk assessments for children with special educational and behavioural needs to be completed and shared with parents.

### Identify hazard

Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

**Risk of spreading virus due to close contact with children – 1:1 and restraint** resulting in direct transmission of the virus

### Control measures

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Extra disposable aprons ordered
2. Extra gloves ordered
3. Some visors also ordered if needed
4. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk
5. Personal care – PPE (mask, face shield, gloves and apron)
6. Administering first aid to be carried out side to side, using verbal instructions if possible. Gloves to be worn at all times and consider face shield and mask
7. If child has temperature or new and continuous cough – child isolated until collection. Staff to put on PPE and take temperature. If child has temperature or new cough then inform office and parents will be contacted. Staff in PPE to stay with child until parent arrives. Siblings also sent home. Parent told to get test and keep children off school until test has been returned. HT or school lead to make decision re children returning to school. Member of staff who was with child – removes PPE and places in yellow bag and bags to go straight in the outside bin. Remember to use handgel as taking off each layer. Follow instructions in the boxes of PPE. (Staff can return to work after this situation)
8. Cleaning of room to take place once the suspected case has left the room. PPE should be worn whilst cleaning.
9. Staff to wash hands thoroughly after having contact with person displaying symptoms.
10. School engage with Track and Trace and contact the local health protection team for advice to report positive case in school.

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<b><u>Identify hazard</u></b>
Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
<p><b>Risk of spreading virus due to poor hygiene</b> resulting in indirect transmission of the virus</p> <p><b>Relevant to all children and staff, also contractors.</b></p>
<b><u>Control measures</u></b>
List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> <li>1. Hand gel inside of all classrooms</li> <li>2. Hand gel order in large quantities</li> <li>3. Extra soap ordered and topped up in the classrooms and toilets</li> <li>4. Children handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze</li> <li>5. Washing hands posters replaced in all washing areas</li> <li>6. Reminders how to wash hands properly – videos and posters</li> <li>7. Procedure agreed for children to wash hands so thorough hand washing – possibly - soap walk to back of line, rubbing hands and then rinse off when back to the front of the line.</li> <li>8. Timetables created to enable all children to wash hands before and after lunch, after break if not possible hand gel used.</li> <li>9. Children given easy access to tissues and bins in class and encouraged to use the catch it, bin it, kill it approach.</li> </ol>

<b><u>Identify hazard</u></b>
Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
<p><b>Risk of infection due to lack of cleaning</b> resulting in indirect transmission of the virus</p>
<b><u>Control measures</u></b>
List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> <li>1. All surfaces, handles, toilets and shared equipment will be cleaned each day using virucidal cleaner</li> <li>2. Soft furnishings will be removed from classroom where applicable.</li> <li>3. Shared resources left on front desks for cleaning at end of the day</li> <li>4. Toilets cleaned thoroughly</li> <li>5. Anti-bac spray in each classroom to be used during the day.</li> <li>6. Displays to be designed to engage children but not encourage touching – so decoration above the children’s heads and class doors to be left clear.</li> </ol>

<p style="text-align: center;"><b><u>Identify hazard</u></b></p> <p>Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards</p>
<p><b>Risk of illness of vulnerable staff and family members</b> through direct and indirect transmission of the virus</p>
<p style="text-align: center;"><b><u>Control measures</u></b></p> <p>List your control measures required to reduce risk – add appropriate detail about the type and location of controls</p>
<ol style="list-style-type: none"> <li>1. Those who are clinically extremely vulnerable or living with those that are clinically extremely vulnerable to complete personal risk assessment – based on staff risk assessment. These staff to keep strict social distancing from other adults and as much social distancing from children as possible.</li> <li>2. Agree if staff are allowed to wear PPE when in school if they wish</li> <li>3. Issuing of all relevant risk assessments to staff concerning re-turning to work – and allow them to comment and contribute</li> <li>4. Staff to be offered Lateral Flow Testing to do at home twice per week.</li> </ol>

<p style="text-align: center;"><b><u>Identify hazard</u></b></p> <p>Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards</p>
<p style="text-align: center;"><b>Clinically vulnerable employee contracting COVID-19 whilst in the work place. Employee transmitting Covid – 19 to those they live with who may be clinically extremely vulnerable.</b></p>
<p style="text-align: center;"><b><u>Control measures</u></b></p> <p>List your control measures required to reduce risk – add appropriate detail about the type and location of controls</p>
<p>Other risk assessments in relation to the employee's role/work place remain extant through the pandemic, e.g. School/Premises/Fire risk assessments.</p> <p>Where possible staff in the categories outlined above should work from home or partially from home – not practical for class-based staff whilst children are in school.</p> <p>If staff in the categories outlined above cannot work from home, ensure they can constantly maintain 2 metres<sup>1</sup> away from others.</p> <p>Staff who live with someone who is clinically extremely vulnerable should be made aware of the guidance as <a href="#">set out by the Government</a> Their attention should also be drawn to the following guidance: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/living-with-someone-at-high-risk/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/living-with-someone-at-high-risk/</a></p> <p>Ensure good natural ventilation is maintained throughout the work place, e.g. open windows.</p> <p>Ensure directional signage is displayed throughout the premises to ensure social distancing.</p>

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Provide individual hand sanitisers for use by all employees.  
 Encourage regular handwashing and individual respiratory hygiene i.e. Catch it, bin it, kill it, practises.  
 Where possible avoid the sharing of resources, staff should be issued with their own equipment. When this is not possible, shared equipment should be cleaned down prior to use.  
 Daily enhanced cleaning and disinfecting of objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, reception area, etc. using appropriate cleaning products and methods.  
 Provide Personal Protective Equipment (PPE), if required by a PPE risk assessment, to the member of staff.  
 Staff must receive training on correct donning and doffing of PPE.  
 Those staff who wish to wear face masks may in communal areas when around other staff.  
 Face Shields offered to staff who work 1:1 or are in this group. To be worn with a face mask.

<u>Identify hazard</u>
Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
<b>Risk of illness of vulnerable children and family members</b> through direct and indirect transmission of the virus
<u>Control measures</u>
List your control measures required to reduce risk – add appropriate detail about the type and location of controls
Children who are extremely clinically vulnerable or are living with anyone who is extremely clinically vulnerable if have concerns to have discussion with HT and individual risk assessment completed if necessary.

<u>Identify hazard</u>
Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
<b>Risk of transmission amongst staff through use of shared areas. (Staffroom, office etc)</b>
<u>Control measures</u>
List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> <li>1. Staff to be informed about minimal use of staffroom and to adhere to social distancing when using staffroom.</li> <li>2. Staffroom to be cleaned down, touch points and spray of anti-virucidal as part of the clean down procedures mid-way through the day.</li> <li>3. Staff to not make drinks for each other.</li> <li>4. Office to be used only by bursar and head teacher who will be 2 metres away. If phone calls are needed to be made, phone to be wiped down after each call to reduce risk of transmission.</li> <li>5. Ensure office and staffroom are well ventilated by opening windows.</li> <li>6. Areas to be cleaned each evening by cleaning contractors.</li> <li>7. Lateral Flow testing offered to all members of staff and some regular visitors (eg, NPAT staff)</li> </ol>



<b>Identify hazard</b>	
Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of Transmission at Breakfast Club/After School Club with children from mixed bubble groups accessing provision.</b>	
<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> <li>1. No before school or after school sports provision to be in place for the first three weeks. Review after Easter.</li> </ol>	

<b>Identify hazard</b>
Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
<b>Risk of Transmission at Home Time when children are collected from school.</b>
<b>Control measures</b>
List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> <li>1. Pick up from 3pm – 3.15pm to stagger parents arriving. Member of staff goes down to the end of the path with a Walkie Talkie to call children from class to be collected. Those attending the child minder will remain in class until they are collected at 3.30pm.</li> <li>2. Ask parents to leave straight away to ensure that the entrance at the bottom of the path is free and able to observe social distancing by those parents waiting.</li> </ol>

<b>Identify hazard</b>
Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
<b>Risk of Transmission through contractors visiting the school site.</b>
<b>Control measures</b>
List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> <li>1. Only invite essential contractors to site during this time.</li> <li>2. When contractors arrive, ask that they are well and ensure they use hand gel.</li> <li>3. No contractors to work in classroom areas when they children are in there, only communal areas. If it is urgent for the contractor to be in the classroom, this work will ideally be scheduled for after school or if not children will be removed from the classroom if it is a quick task.</li> </ol>

# ASHTON CEVC PRIMARY SCHOOL HEALTH & SAFETY

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<b>OVERALL level of risk</b>	Consider level of risk following use of control measures HIGHLIGHT the appropriate assessment of risk	
NOT REDUCED THE OVERALL RISK	REDUCED THE OVERALL RISK TO SOME DEGREE	CONSIDERABLY REDUCED THE RISK
<b>Assessor's comments</b>	Insert comments relevant to findings as appropriate	
<p>Risks have been reduced and managed as best as possible. Children in one bubble which makes the day to day running of the school much easier and aligned to normal practice. School are following the guidelines from the government issued in February 2021 and these will be regularly reviewed as they are updated to ensure that we are adhering to the guidance and managing the risk as best we can.</p>		

<b>Name of assessor</b>	<b>Signature of assessor</b>	<b>Date</b>
Jude Busari		2/03/2021

<b>Risk assessment review 1</b>	
<b>Date</b>	After day one
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

<b>Risk assessment review 2</b>	
<b>Date</b>	After day 3
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	

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Who was involved in the Review
Signature of those involved in the Review

<b>Risk assessment review 3</b>	
<b>Date</b>	After first week
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

<b>Risk assessment review 4</b>	
<b>Date</b>	After second week
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

<b>Risk assessment review 4</b>	
<b>Date</b>	After forth week
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

<b>Risk assessment review 5</b>
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## ASHTON CEVC PRIMARY SCHOOL HEALTH & SAFETY

Date	
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Risk assessment review 6	
Date	
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	