

Colliers Green CE VA Primary School
1st June 2020 proposed return of YR/1/6
COVID-19 Risk Assessment

May 22nd 2020

	Hazard	Risk	Initial Rating – L,M,H	Control Measures to Reduce Risk	Responsibility	Further Actions	Final Rating – L,M,H
Illness	1. Unwell children and staff.	Coronavirus may enter the school and spread to other children and staff.	High	<ul style="list-style-type: none"> Parents to temperature check their child every morning before attending. A temperature of 38c or higher will require the child to stay at home and follow government guidelines. A child presenting as unwell at ANY POINT during the school day, including, but not exclusively, with a temperature and cough, will be separated from their class bubble. If presenting with non COVID-19 symptoms, to be escorted to library, inform office, who will administer first aid or ring home. (where 2m distancing will be observed and PPE used if necessary). If presenting with temperature and or cough or other COVID-19 symptoms, child will be taken to Isolation Room and flow chart procedure followed. Staff to temperature check themselves every morning before attending. A temperature of 38c or higher will require the adult to stay at home and follow government guidelines. A member of staff presenting as unwell at ANY POINT during the school day, including, but not exclusively, with a temperature and cough, will be separated from their class bubble, escorted to the old library (for non Covid-related symptoms) and the isolation room in the main school block for Covid-related symptoms. 2m distancing will be observed and PPE used if necessary. Will be sent home immediately if COVID-19 symptoms presenting. . 	<p>Parental</p> <p>First Aid trained member of staff under direction of the teacher.</p> <p>SLT</p>	<p>Record all children absent due to illness.</p> <p>Record all children sent home due to illness.</p> <p>Isolate child in designated room while they await pick up. This room to be deep cleaned afterwards.</p> <p>Another replacement staff member to be called in to cover and be the teacher for the class Bubble. (As available)</p> <p>If multiple staff have to go home (more than 1), all children are sent home.</p>	Medium

	2. Spread of the virus	Coronavirus spreads quickly when people are in large groups.	High	<ul style="list-style-type: none"> • Wherever possible, children are to work in small groups in their allocated room so that contact is reduced with others. Less than 15 chd per class. • When groups are larger, social distancing will be maintained. • Children are to play and eat in these small groups. Whether inside or outside. • Staggered breaktimes so that bubbles remain isolated. • Play equipment to be cordoned off and out of use. • All soft toys/blankets/cushions to be removed from classrooms. • Staff to communicate maintaining the 2 meter social distancing. • Outdoor spaces to be utilized for learning wherever possible. • All windows and doors to be open to allow maximum ventilation into the school building. • Specific procedure in place for pick up and drop off to eliminate large groups of children and adults congregating outside school gates. • We will stagger drop off and home times to minimise the number of adults on the school site at any one time and the risk of children encountering others from outside their bubble. • Specific routes for entry and exit for each class bubble to reduce chances of contact with other groups. • Toilets specific to year groups and adults will decrease risk of contact with others • Addendum to Behaviour Policy – Staying Safe sets out procedures for 	Staff	<p>Inform parents if any case is confirmed and all children and staff in the group socially isolate for 14 days. See flow chart.</p> <p>Deep clean to be completed by cleaners on contact. Subject to contract we expect this to take place on Friday pms</p>	Medium
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				<p>chd to follow to keep safe. Shared with parents.</p> <ul style="list-style-type: none"> Children should NOT bring lunchboxes, but instead a daily disposable wrapping for lunch. 			
Hygiene / risk of transmission	3.Handwashing	Handwashing procedures may not be followed fastidiously, and will cause the virus to spread.	High	<ul style="list-style-type: none"> Signs up in working areas and toilets. Children practice daily how to wash their hands with their designated staff member. On return from the toilet, all children also sanitise their hands using the foot operated mobile hand sanitiser, once it has arrived. Children and adults will wash hands at specific points in the day (as a minimum requirement) <ol style="list-style-type: none"> Arrival at school Before break time After break time Before lunchtime After lunchtime Before home time After coughing or sneezing 	Teachers and TAs	Any child refusing to follow procedures will be sent home immediately.	Low
	4. Sanitising	The virus contaminating surfaces.	High	<ul style="list-style-type: none"> Children and staff sanitise their hands frequently, and at the change of any activity. Directed by staff. They will use a mobile, foot operated hand sanitiser to do so, subject to its arrival (at the time of drafting) Pupils will be asked to use one table and chair for most activities during a day to minimise transmission through use of multiple table and chairs. Subject to cleaning contract, tables and chairs will be sanitised over lunchtime. Toilets to be additionally cleaned once during the school day at lunchtime. NH/SM 	Teachers, TAs and pupils	Ensure new cloths and gloves are used when cleaning.	Medium

	5. Sharing resources	Children and adults may pick up the virus by sharing resources.	High	<ul style="list-style-type: none"> Each child must use only their own resources: <ul style="list-style-type: none"> -Own pencil case with pen/pencil/felt tips/paintbrushes -laptop or tablet assigned to them - own bag of reading books changed weekly with a week in between reallocation of these books to any other chd Children are frequently reminded not to share resources by staff members Plastic covers removed from jotters Reading books that have been at home to be deposited in a cardboard box and quarantined for 1 week before re distribution. All pupils to have own lidded cardboard box to stay under their desk and store all of their belongings. 	Teachers and TAs	Any child repeatedly refusing to follow procedures will meet with Mrs Hirst, failure to comply means that they will be sent home immediately.	Low
	6. Clothing	Coronavirus can linger on clothing.	High	<ul style="list-style-type: none"> Share with parents, children and staff that fresh clothing should be worn daily. Share with parents and staff that clothing must be washed at 60 degrees Celsius to kill the virus. Alternatively, communicate that antibacterial laundry detergent or tumble drying the clothes will kill the virus. 	Staff and parents.	Any child or staff member coming into school in previously worn clothing, or clothing deemed as unclean, will be sent home. They may return if they return in clean clothes (follow protocol 1 on return).	Low
	7. Maintaining supplies	The school runs out of hygiene and cleaning supplies.	Medium	<ul style="list-style-type: none"> Report cleaning issues directly to the office via email or phone. 	Staff, caretaker,	In the unlikely event of a supply shortage, any soap, shampoo or washing up liquid can be used to wash hands.	Low
	8. Travel	Risk of increased transmission of virus due to	Medium	<ul style="list-style-type: none"> No car sharing on journeys by staff or pupils unless coming from the same household 	Staff and parents		Low

		journeys to and from school					
	9. Classrooms	Risk of transmission	Medium	<ul style="list-style-type: none"> All classrooms set up to maximise social distancing. Excess furniture removed. Sink, soap, paper towels and sanitiser in each room with lidded bin for tissues. Good stock of tissues and paper towels in each room. High levels of ventilation due to open doors and windows Classes all under 15 pupils 	SLT and teachers/TAs	Daily checking of supplies in rooms by teachers Staying Safe guidelines for pupils Frequent reminders Boxes to store belongings	Low
	10. Communal gatherings	Increased risk of transmission due to increased numbers of people and size of spaces	Medium	<ul style="list-style-type: none"> All communal gatherings suspended until after the pandemic 	SLT		Low
	11. Staff resources	Increased transmission due to sharing resources	Medium	<ul style="list-style-type: none"> All staff to use only their resources, pens, mugs, etc. Where computers need to be shared anti-bacterial wipes will be used in between users. 	All staff		Low
	12. Staff spaces	Increased transmission risk due to small spaces	Medium	<ul style="list-style-type: none"> Only 1 person in school house kitchen and 2 in main building kitchen at once. Only 3 people in staff room at once. Use of outdoor areas for breaks. Only 1 adult in office at once, MS to work in library. Chd and adults to not enter office unless they work there. 	All staff		Low
	13. Breaks	Transmission risk increases when people are closer together	Medium	<ul style="list-style-type: none"> All breaks staggered and in separate places 	All staff	Rota in use	Low
	14. Staff unaware of risks	Staff may act not following procedure that has been risk assessed	Medium	<ul style="list-style-type: none"> All staff to read all letters to parents concerning returning to school for years R,1 and 6. Risk assessment, flow chart and any other documents the HT and Governors deem necessary. HT to circulate all Government guidance 	All staff		Low

				<p>during lockdown and request that staff read this. Including KCC guidance.</p> <ul style="list-style-type: none"> All staff to know and understand that any issues seen by them need to be reported to the HT immediately and to the office should the HT be unavailable. 			
	15. Pupils unable to understand social distancing	Increased risk of transmission due to not being properly informed.	Medium	<ul style="list-style-type: none"> Staying Safe guidelines created and shared with staff and parents and pupils when at home and again in school. On display in classroom. Posters from KCC guidance on display in each class. Activities around what 2m looks like during first few days of school Adults to model 2m and uphold wherever possible. If pupils may or do struggle to socially distance HT to discuss with parents, teachers and chd. 			
	16. Transmission risk	Increased risk of transmission due to returning to school	Medium	<ul style="list-style-type: none"> All NHS and GOV.UK guidance to be adhered to at all times regarding isolation, distancing and hygiene 	All staff		Low
Behavioural Issues	17. Aggression and contamination.	Specific children may contaminate staff, or other children, through close contact physical aggression, biting and/or spitting.	High	<ul style="list-style-type: none"> Children who pose a high-risk of the identified behaviour will be planned for when creating class bubbles. An individual risk assessment will be written for any child known to exhibit these behaviours, before they can be admitted into school. The risk assessment should identify the child's potential triggers, strategies and early signs which indicate the child is not managing. 	Teacher and TA SENCo SLT	<p>Upon identification of early warning signs, the child is sent home to one of the emergency contacts provided to the school.</p> <p>In the unlikely event a child or staff member has been contaminated, they will remain at home in isolation for 14 days.</p>	Medium
	18. Positive Handling	A child may need to be positively handled for his/her safety and the safety of others	High	<ul style="list-style-type: none"> Children who pose a high-risk of the identified behaviour will be planned for when creating class bubbles. All staff will have PPE available in classrooms and central areas (masks 	SLT/SENCo		Medium

				and gloves) to use when positive handling is pre-empted.			
Staffing	19. Staff Shortages	Too many staff are unwell at one time to maintain staffing levels in the school.	Medium	<ul style="list-style-type: none"> Staff will work in the school with one bubble of children in order to reduce the risk of multiple staff being infected at one time. If the Headteacher becomes ill there will be no SLT or DSL (except Mon & Thur mornings) 	Senior leadership	In the event of staffing shortages, the school will close until safe staffing levels can be established.	Low
	20. Excessive mental pressure	Threat of the virus may cause staff increased levels of anxiety alongside unprecedented workload.	High	<ul style="list-style-type: none"> Staff to contact senior leaders around concerns SLT to be mindful of additional pressures and remove these from teaching staff where possible PPA time Staff will be given information about support groups and encouraged to speak openly about mental pressures NH / MS to hold 1:1s with staff once a fortnight. NH to hold regular discussion with governors 	Staff, SLT		Medium
	21. High risk staff, and staff with high risks in their families.	Threat of the virus will be higher for certain members of the staff teams either because of their personal circumstances, or of those in their household bubble.	High	<ul style="list-style-type: none"> HT has spoken with staff to establish where they or their families are at heightened risk. Those staff in shielded groups will not return to the school where this would be inconsistent with their shielding requirements. Staff self-identifying in higher-risk groups will be invited to classify their risk profile against the standard government pro-forma. SLT will then ensure that staff needs are addressed, so that staff with the highest risk profiles are prioritised onto non-contact related activities such as the coordination of home learning. 			

				<ul style="list-style-type: none"> • Current projections suggest that the current requirements will allow the school to accommodate the staff risk profile as it is currently understood. • The SLT will monitor this position closely as the situation develops and will revert to the SESC committee of the FGB in the event that a risk to any member of staff crystallises. 			
	22. Child Protection and associated needs	Chd may have experienced things during lock down that the school is or isn't aware of, may need extra support	Low	<ul style="list-style-type: none"> • NH and MS to hold weekly meeting to support these pupils and families and also any other concerns that may arise. 	DSLs		Low

Governor visit on Monday 1st June prior to opening on 2nd June to assess the premises and check all in place.

Signed – Governor

Risk assessment to be read in conjunction with Flow Chart, with reference to KCC, Government and NEU advice. As well as extra information contained within HT letters to parents, staff and governors.