

Colliers Green CE VA Primary School

1st September 2020 return of all year groups
COVID-19 Risk Assessment

September 2020

Last updated: 1.10.2020

	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 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 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. 	<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 Bubble. (As available)</p> <p>If multiple staff have to go home (more than 1), discussions will be had with the C of G regarding all children being sent home.</p>	Medium

				Will be sent home immediately if COVID-19 symptoms presenting.			
	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 their own class groups in their allocated room so that contact is reduced with others. Normal class numbers apply. • When groups are larger, e.g. open-air collective worship, social distancing will be maintained. • Children are to play and eat in their class bubbles. Whether inside or outside. • Separate break times so that bubbles remain isolated. • Play equipment to be used on a rota basis. One week Mon – Thr per Bubble. Out of use Fri to allow 72 hours. Reallocated on Mon. Climbing wall breaches 2 Bubbles so out of use and cordoned off. • Soft toys/blankets/cushions removed from classrooms. • Staff to communicate maintaining the 1 meter + social distancing. • Outdoor spaces to be utilized for learning whenever 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 	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

				<p>of children and adults congregating outside school gates.</p> <ul style="list-style-type: none"> • Staggered 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 times/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 chd to follow to keep safe. Shared with parents. • Children should bring minimal lunchboxes/ a daily disposable wrapping for lunch. • Minimum amount of belongings brought in from home. NO big bags to be brought in. 			
	3. Reporting illness	Correct procedure may not be followed	Low	<ul style="list-style-type: none"> • Follow current guidance from PHE, use local number to ring, ask advice and follow given advice, ensuring correct procedures are followed. Use Flow Chart. Ring PHE / new designated schools hotline. 	SLT and Office Staff		Low
	4. COVID-19 at a national and local level	Not engaging with Track and Trace	Low	<ul style="list-style-type: none"> • Follow current guidance ensuring all staff are aware. Use visitor sign in book as record of any visitors to school, ensuring contact numbers are recorded. 	SLT and Office Staff		Low

Hygiene / risk of transmission	5. Unwell members of household	Increased risk of transmission and possible need for isolation	Medium	<ul style="list-style-type: none"> Follow PHE Flow Chart and guidance Ensure parents maintain dialogue with school, email and phone. Correct procedures followed 	Office staff Parents		Low
				<ul style="list-style-type: none"> 			
	5. 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 Bubble staff member. 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
			<ul style="list-style-type: none"> 				
	6. Sanitising	The virus contaminating surfaces.	High	<ul style="list-style-type: none"> Children and staff able to sanitise their hands frequently, as directed by staff. They will use a mobile, foot operated hand sanitiser to do so. 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. 	Teachers, TAs and pupils	Ensure new cloths and gloves are used when cleaning.	Medium

				<ul style="list-style-type: none"> Sanitising spray in all classrooms and staff areas to use as required. Toilets to be additionally sanitised once during the school day at lunchtime. NH/SM Hall toilets out of use unless isolation of another toilet needed and then the hall toilets come into use. 			
	7. Use of face coverings when travelling to school	Risk of transmission from handling face coverings	Low	<ul style="list-style-type: none"> Should staff or pupils need to wear a face covering when travelling to school, these will need to be removed by the individual themselves prior to entering school premises. Pupil's face coverings to be removed and kept in parents cars. Staff masks to be removed and kept in their cars/bag if they were dropped off. If child needs a face covering for a return home journey, e.g. on Cranbrook After School Club transport, then parents should provide a ziplock bag for child to store their mask in during the day and the mask should be removed and replaced just before getting on or just after getting off the transport. 	Staff, pupils, transport providers, parents.		
	8. 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 	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

				<ul style="list-style-type: none"> • 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 72 hours before re distribution. • Reading books issued on Mondays, returned on Thursdays. Not circulated again until following Monday. 			
	9. 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. • PE kit to be worn by all pupils on Fridays and on one other class specific day. No changing of school clothes into PE clothes. • Class 2 Bubble to have Forest School on Fridays. Attend school in FS clothes. Bring PE kits for pm PE lesson. This is the only change required. 	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
	10. 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

	11. Travel	Risk of increased transmission of virus due to journeys to and from school	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
	12. 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 at normal numbers of pupils 	SLT and teachers/TAs	Daily checking of supplies in rooms by teachers Staying Safe guidelines for pupils Frequent reminders	Low
	13. Seating arrangements	Risk of transmission	Low	<ul style="list-style-type: none"> All pupils in classes 2,3 and 4 to sit at forward facing desks Desks in Class 3 and 4 using maximum width of classroom to enable biggest gaps possible. All pupils in Class1 to sit at normal circular tables in line with EYFS best practice. EYFS staff to remain mindful of transmission risk and minimise occasions when all pupils would be sat together at round tables. Small carpet area in Class 2 due to space required for forward facing table spacing 	Classroom staff		Low
	14. 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	Parents informed	Low
	15. Collective Worship	Increased risk of transmission due to	Medium	<ul style="list-style-type: none"> No whole school Collective Worship inside in Term 1 	NH	See Termly CW plan	Low

		increased numbers of people and size of spaces		<ul style="list-style-type: none"> No visitors or parents to attend CW in Term 1 CW to follow an amended plan with whole school CW taking place outside when weather permits. 			
	16. 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
	17. 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
	18. Breaks	Transmission risk increases when people are closer together	Medium	<ul style="list-style-type: none"> All breaks in separate places 	All staff	Rota in use	Low
	19. 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 during lockdown and request that staff read this. Including KCC guidance. 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. 	All staff		Low
	20. Pupils unable to understand	Increased risk of transmission due to	Medium	<ul style="list-style-type: none"> Staying Safe guidelines created and shared with staff and parents and 	SLT MDS Office staff		

	social distancing	not being properly informed.		<p>pupils when at home and again in school. On display in classroom.</p> <ul style="list-style-type: none"> • Posters from KCC guidance on display in each class. • Activities around what 2m looks like during first few days of school • Adults to model 1m+ and uphold wherever possible. • If pupils may or do struggle to socially distance HT to discuss with parents, teachers and chd. 			
	21. 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
	22. Active engagement with Test and Trace following government guidelines.	Unable to trace if need arose	Medium	<ul style="list-style-type: none"> • SLT and office staff aware of procedures and insist on all visitors following given national procedures. (See Appendix C) 	SLT and office staff		Low
	23. Visitors to school	Increased risk of transmission	Medium	<ul style="list-style-type: none"> • Office protocol to be displayed in office and outside school. • Parents encouraged to use email and telephone for enquiries plus online payment systems • No Clubs for term 1 = less visitors • Contractors only by previous agreement and limited to outside school hours wherever possible. • All visitors to sign in on Visitor Protocol Sheets giving details for Track and Trace and permission. Also agreeing to visitor protocols by signing. (See Appendix C) • No parental events in term 1 	Office staff and SLT		Low

	24. Arrival of lunch	Increased risk of transmission	Medium	<ul style="list-style-type: none"> • Cranbrook School staff deliver lunch: through kissing gate, only used for this purpose. Delivery staff in kitchen door, prior to chd in hall, wearing visors, only allowed in delivery area. Leave immediately, repeat for collection. • 1 staff member from CS to serve. Wearing visor. Only behind servery tables. In and out of separate entrance too. 	MDS Cranbrook Staff SLT Office staff	Close liaison with office staff and Cranbrook staff	Low
	25. Whiteboard usage	Increased risk of transmission	Medium	<ul style="list-style-type: none"> • Only staff to use whiteboard pens and computers • Teacher to do all usage if pos • Sanitiser/wipes available in classes for sanitising between members of staff should this need to happen (PPA) 	Teachers and TAs		Low
	26. Singing	Increased risk of transmission	Medium	<ul style="list-style-type: none"> • No Singing Worship • No singing in CW • No singing in classes • Class 1 songs hummed by T or shown on the whiteboard so chd do not miss out on music 	Teachers and TAs SLT		Low
	27. PE	Increased risk of transmission	Low	<ul style="list-style-type: none"> • No indoor PE until further notice • Wherever possible, equipment different for each Bubble on Fridays, if not, sanitised in between. • Premier Sport to follow and sign Visitor Protocol. 	Classroom staff and Premier Sport	Close liaison between office and Premier Sport	Low
Behavioural Issues	24. 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 know to exhibit these behaviours, before they can be admitted into school. 	Teacher and TA SENCo SLT	Upon identification of early warning signs, the child is sent home to one of the emergency contacts provided to the school.	Medium

				<ul style="list-style-type: none"> The risk assessment should identify the child's potential triggers, strategies and early signs which indicate the child is not managing. 		In the unlikely event a child or staff member has been contaminated, they will remain at home in isolation for 14 days.	
	25. 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 and gloves) to use when positive handling is pre-empted. 	SLT/SENCo		Medium
Staffing	26. 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 need to be a contingency plan for leadership on Fridays 	Senior leadership	In the event of staffing shortages, the school will close until safe staffing levels can be established.	Low
	27. 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 check in with staff once a fortnight. NH to hold regular discussion with governors 	Staff, SLT		Medium
	28. High risk staff, and staff	Threat of the virus will be higher for certain members of	High	<ul style="list-style-type: none"> HT has spoken with staff to establish where they or their families are at heightened risk. 			

	with high risks in their families.	the staff teams either because of their personal circumstances, or of those in their household bubble.		<ul style="list-style-type: none"> No shielding requirements in place after 1st August means that all staff should be able to return to work. Any staff still self-identifying as higher-risk groups will be invited to classify their risk profile against government guidance. SLT will then ensure that staff needs are addressed, with reference to Personnel Committee and SESC Committee as required. The SLT will monitor this position closely against the developing national picture and will revert to the SESC committee of the FGB in the event that a risk to any member of staff crystallises. See Appendix A for individualised risk assessment for staff members 			
	29. 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
	30. Extra staffing	Transmission risk from staff entering CG from other schools/premises.	Low	<ul style="list-style-type: none"> Marie Donaghue to resume weekly SENCO work on site KCC finance to attend monthly Specialist teacher to attend weekly Fegans counsellor to attend weekly, use of 1:1 space, sanitising and Fegans work policy Premier sport attending weekly on Fridays <p>All of these staff to sanitise on entry and exit. Work within given spaces: staffroom/office/SEN</p>	SLT	Parents of any chd who will be seen by these staff will be made aware.	Low

				room and not within classrooms where Bubbles of chd are learning. Planned visits only.			
	31. Lunch staffing See sep. plan.						