

Risk Assessment completed by Anne Sargent

School Name: Little Stoke Primary School Date of Risk Assessment: 20th May

Description of Activity being risk assessed: - School reopening Covid-19

This risk assessment will be amended weekly as new situations arise and new systems are put in place.

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by When	Action Completed
Spread of the virus within the school.	All staff pupils and visitors to school	<p>On entering school all pupils will be asked to wash hands or if not appropriate use hand sanitizer.</p> <p>Parents to be told where and when to bring children to school and collect. Use different entry and exit points for all three groups.</p> <p>Parents will be asked to stay outside of school building whenever possible and any issues to be communicated by email or telephone. Face to face meetings on front grass if essential.</p>	<p>Ensure good supply of hand sanitizer, soap and paper towels available every day.</p> <p>Have visible signs to remind parents to stand 2m apart. Verbal reminders where necessary.</p> <p>Children to wear own non-school uniform so clothes can be washed</p>	<p>Caretaker to ensure supplies topped up</p> <p>Staggered start times for each year group.</p> <p>AS to provide information to ensure parents know when they are required to drop children at school and pick up. Asked to stand away from each other in specific spaces designated outside, either side of pathway.</p> <p>HT to notify parents</p>	<p>Daily before /after school</p> <p>Letter to go home Thursday 21st May. Signs to be put up Monday 1st June ready for the 2nd of June</p> <p>Letter to parents by May 20th</p>	

			for intimate care or first aid.		removal of PPE and place in a suitable waste bin and tie off by June 1st	
Adequate hand hygiene	All staff, children and visitors	<p>Opportunities available for pupils, students, staff and visitors to wash their hands:</p> <ul style="list-style-type: none"> • on arrival at school • after using the toilet • after breaks and sporting activities • before food preparation • before eating any food, including snacks • before leaving school • after sneezing /coughing. <p>Providing/allowing the use of hand sanitisers that contain at least 60% alcohol.</p> <p>Recognising that it is not always possible to follow the hand wash advice in all areas, a hand sanitiser is next best thing.</p>	<p>Ensure good supply of soap, paper towels, hand sanitizer and PPE available at all times</p> <p>Ensure that supplies are topped up daily at entrance and exit points from the school</p>	<p>All staff to remind children of the hand hygiene regime and for this to be completed at the end of each session and before entering the classroom/ building.</p> <p>Additional soap and sanitiser to be made available with extra paper towels at the start of each day. Caretaker to ensure these are topped up.</p>	<p>Ensure soap, paper towels, hand sanitizer and PPE orders are submitted regularly and in good time. Check weekly</p> <p>AP and GU (caretaker) to ensure all supplies to be replenished daily and during the day if required.</p>	
Spread of the virus	Children	Stagger the use of bathrooms and if	To mitigate cross-contamination have	Staff to remind children of bathroom hygiene	GU (Caretaker) to ensure supplies of	

		<p>possible assign a bathroom to a particular pod.</p> <p>Make sure children are aware of the need for proper hygiene and ensure washing of hands after use.</p>	<p>cleaning products for regular cleaning of taps and flush handles to be cleaned. Wipes may be used for this purpose.</p> <p>Use of schools' own learning resources and revisiting resources from http://e-bug.eu/</p>	<p>and the use of which bathrooms and when.</p> <p>Ensure certain groups of children use the same bathroom and one at a time.</p>	<p>cleaning products and or wipes are readily available</p>	
Contamination through coughing and sneezing		<p>Children to be reminded to use tissues provided to catch coughs and sneezes and designated bin for disposal.</p> <p>Children are reminded to catch sneezes with hand or elbow and then to immediately wash hands</p>	<p>Ensure tissues are available and covered bins for disposal. Ensure posters are displayed (Catch it Bin it Kill it)</p>	<p>Tissues and other items to be provided (ask parents in letter to send these into school if possible)</p>	<p>Bins are kept away from the children and tied off at the end of the sessions to stop infection spreading.</p>	
Symptomatic children or adults	<p>All pupils staff and visitors.</p> <p>All pupils staff and visitors</p>	<p>Anyone who shows symptoms in school will be asked to move to isolated area/room.</p> <p>If the isolated person needs to use the bathroom then a designated bathroom must be used and bathroom to be cleaned before further use. This will be the disabled toilet.</p>	<p>Ensure we have up to date contacts for every child in school.</p> <p>Ensure parents know that they must be available to collect a child showing symptoms.</p> <p>Ensure room is available at all times. Keep contents of room to a minimum to aid cleaning process. This</p>	<p>Communication to be sent to all parents outlining these measures by end of term 5 - AS</p> <p>Staff to know the routines and expectations as set out by the risk assessment</p>	<p>Letter re-opening to be sent out by 22nd May.</p> <p>All staff to have seen and contributed to the risk assessment. Staff meeting 18th May</p>	

		Ask person/pupil to leave by the nearest external door when collected.	will be the meetings room by the office. SLT supervision for handover to ensure clear guidelines on isolating at home for pupil and family members.	before re-opening – meeting on June 1 st .		
Social distancing	Pupils and Parents	<p>Pupils to keep 2m away from each other as far as possible. Potentially achieved through smaller class sizes, working at separate desks and being zoned at playtimes</p> <p>Avoid activities such as sitting on carpet together, assemblies, some sports and playground games where 2m distance is not possible. In EYFS use markers to keep children 2m apart</p>	<p>The cleaning of toys, pens and pencils, musical instruments, PE equipment etc, will be reviewed as necessary following government guidelines.</p> <p>Mark playground to keep each pod in a certain area. Use fields as one of these areas.</p>	<p>Markings on the floor in classrooms and desks are moved apart to ensure that there is a 2m or good space between the children whilst in the room.</p> <p>Ensure that when lining up children stay within the markings on the floor to keep distance.</p>	<p>Staff to constantly remind children of social distancing and hygiene rules.</p> <p>Staff to aid SLT in creating safe environment for children with floor markings and removal of resources that are not required or difficult to clean on a regular basis ie soft fabrics, etc.</p> <p>Assemblies to be conducted in classrooms and not meeting in person.</p> <p>PE sessions to be mindful of use of equipment and only have set of resources per pod. Activities to be individual such as skipping, catching ball themselves,</p>	

					running at a distance from each other, etc.	
Lunchtime arrangements are safe	Staff and Pupils	Children to bring in packed lunches from home and keep on peg not touching other lunches. Parents to continue receiving FSM vouchers. Any UFSM children to receive packed lunch from kitchen if required. Water bottles to be re-filled at designated times. Pods 1-5 in kitchen, Pods 6-9 in Forest school area	Spread tables out so children have a designated space each day. Eat out on field when this is possible Use all dinner tables for year one so children can sit 2 to a table to reduce numbers sitting in the same area. Staggered lunchtimes 11.45-12.30 12.30-1.15	Pods 1 and 2 in classes Pods 3, 4 and 5 in dinner hall Pods 6-9 Children to stay in their pod to have lunch in class or at distance from other pods on the school field. Staggered lunch times. Children to be reminded that they need to keep apart from each other as much as possible.	Lunch hall arranged ready by AS so children always have the same place. Wipes provided for during or after eating.	
Social Distancing	Staff	Staff to follow guidance re social distancing in staffroom.	Consider alternative areas that could be used for staff to eat lunch or to accommodate breaks. No more than 4 staff round table. More than 1 area may be required at break and lunchtimes. SMSAs not to use staffroom for belongings. Use Family room/SEND room to leave bags.	Staff to have break out pod spaces for them to use during break times and lunchtimes. Use IT suite Use of the staffroom to be minimal to set pods and at specific times. Use old IT suite and training Rooms	All surfaces to be cleaned whenever they have been used in the pod break out rooms and staffroom. Staff to be aware of the risks and have access to necessary supplies.	
Use of resources	Staff and pupils	All resources and equipment to be	Discuss with children what resources can and	Staff and children to be aware of the need to keep own individual resources and the use	Staff in each pod to identify resources required and maintaining cleaning	

		<p>considered whether necessary for usage.</p> <p>Children to be provided with individual resources for the school day with specific items.</p> <p>Any shared resources such as construction in Reception classes must be cleaned after use by children.</p> <p>Children to work from set exercise book and have their own personal resources which will be left on their personal table for use each day.</p>	<p>can't be used by them on a regular basis.</p> <p>Ensure all shared resources are identified as such and maintained within each pod to avoid cross-contamination.</p> <p>Children asked not to bring any books or materials from home</p>	<p>of shared resources to be explained by staff.</p> <p>Parents to be asked to contribute to individual resources if needed.</p>	<p>or wiping down these.</p> <p>School to ensure there are sufficient resources for teachers and children to use.</p> <p>School to supply antibacterial wipes for every class and disposal bags for waste.</p>	
SEN children	Staff and pupils	Plans in place to deal with behavioural issues are reviewed by SENCO	Regular review by SENCO/one to one TA particularly if issues with biting/spitting.	<p>Risk assessments to be carried out for the children with EHCP's and adverse additional needs such as behavioural. Staff and parents to be made aware of these assessments. Be clear on advice and support for staff in dealing with any issues that arise ie breaking out of pod or personal room or lack of social distancing.</p> <p>Consider sending child home if they are not</p>	<p>Risk assessments to be completed by SENCo and class teachers/TA's working with pupils to ensure safety of the children and staff during this time by 1 June.</p>	

				able to adhere to the school's new system.		
Risk of cross contamination	Staff, pupils and visitors	Staffing for each pod to be consistent to avoid any contamination and also provide consistency for the children. Children to remain inside the agreed pod and if broken then will need to be reassessed.	Ensure that staff are well and suggest testing if possible to ensure clear of the virus. Provide regular checks on wellbeing by SLT.	SLT to ensure groupings are based on clear rationale and are maintained.	SLT to agree groupings in consultation with staff and taking advice from parents if needed.	
Potential contamination of buildings/equipment	All staff, children and visitors	Deep clean of all areas before school re opens and then ongoing by staff during day and at end of day. Each classroom that is used would require all equipment to be cleaned eg pens/pencils and no sharing of equipment..	Regular reminders to pupils regarding no sharing of equipment. Ensure stocks of cleaning materials are maintained. Each child to have their own set of key resources, ie pencils, ruler, rubber, water bottle, whiteboard, pens, etc.	Cleaners and cleaning contractor to be made aware of the need for deep cleaning daily. All surfaces and equipment. Equipment to be cleaned by staff during the day when necessary within each pod and at the end of the day	AS to discuss with cleaning contractor and cleaners the requirements. All staff aware of the expectations around resource cleaning.	
Safe use of sanitizers and cleaning products	Staff and cleaners	Obtain the Safety Data Sheet for the product(s) (easy to obtain from your supplier). They will	Ensure adequate supplies are maintained	Ensure children and staff are aware of not touching eyes or mouths with the hand	All staff made aware of risk assessment for these products	

		<p>advise on action to be followed if the sanitiser is not used as designed and is swallowed or gets in eyes.</p> <p>SDS will also help with potential reactions to the product.</p>	<p>and staff are aware of Safety data sheets.</p> <p>Supervision by staff to ensure safe use of sanitizers</p>	<p>sanitiser. Items are listed on the COHSS sheets within school by caretaker/AS</p>	<p>throughout the re-opening period.</p>	
Building is adequately cleaned	Staff and Cleaners	<p>Cleaning staff will have been made aware (either by contractor or school) of the levels of cleaning required in each area and provided with PPE for each area.</p> <p>Hand washing facilities are available including Anti-bacterial hand gel.</p> <p>These are to be used after:</p> <ul style="list-style-type: none"> • Handling waste including body fluid spills and hazardous medical waste. • Cleaning • After emptying bins • After using the bathroom. 	<p>PPE is taken off in controlled circumstances and is used as regularly as necessary to protect the user and disposed of carefully as contaminated waste.</p>	<p>Cleaning staff to be provided PPE if necessary by their employer/ contractor. If not provided then there are supplies in school for use. AS to contact contractor for clarification of use of PPE within school for the cleaning staff.</p> <p>Staff to be advised to leave premises by 4.30 latest to allow cleaners unrestricted access to all key areas.</p>	<p>Cleaning staff made aware by their employer the risks and how to obtain safe working equipment and practices.</p>	
Provision of First Aid	Staff	<p>First aid will continue in the usual way with the use of designated areas. PPE needs to be available and lidded waste bin to dispose of</p>	<p>Ensure consent forms are completed, appropriate storage of medication, records completed of who, what</p>	<p>There will be a qualified Paediatric first aider at school at all times. All staff will be provided with first aid kits to</p>	<p>Staff to be comfortable in administering first aid at appropriate level and use of PPE.</p>	

<p>Administering medication</p> <p>Pregnancy</p>		<p>any contaminated waste and PPE.</p> <p>Staff should wash hands after dealing with pupil and complete any accident forms as usual.</p> <p>As much as possible reduce the amount of medication you agree to administer.</p> <p>Possible complications for pregnancy. Implications for health of mother and unborn child.</p>	<p>and when in usual manner.</p> <p>Staff to wash hands after each pupil.</p> <p>Regularly check Public Health England for updated advice.</p> <p>Seek advice from GP/Midwife</p>	<p>ensure they can attend to any minor needs.</p> <p>Staff to use PPE to attend the children's first aid needs and use the guidance on removal of PPE.</p> <p>No medicines to be administered unless absolutely necessary during this time.</p>	<p>Admin assistant to use PPE when administering first aid.</p> <p>Staff to read guidance. On use of PPE</p>	
<p>Dealing with unwell children.</p>	<p>Staff</p>	<p>Children that become unwell with non-Covid symptoms will need to be sent home in the usual manner. Ensuring they are kept away from others as much as possible to minimise spread of illness.</p>	<p>Ensure good supply of antibacterial wipes are in place for staff.</p> <p>Reminders to parents/carers to not send poorly children to school. Request parents take children's temperature if in any doubt.</p> <p>Public health England poster guidance followed regarding childhood illness</p>	<p>Communication to be sent to all parents outlining these measures by 22 May by AS</p> <p>Staff to know the routines and expectations as set out by the risk assessment before re-opening.</p>	<p>Letter re-opening to be sent out by 21 May.</p> <p>All staff to have seen and contributed to the risk assessment.</p>	
<p>Premises plant and equipment</p>	<p>Contractors, Staff</p>	<p>All maintenance checks to be completed prior to opening of school to</p>	<p>Ensure caretaker has adequate time to complete all checks and</p>	<p>RA to email GU with instructions of checks to do before reopening</p>	<p>AS to check with GU on June 1st to make</p>	

		ensure everything is functioning as it should.	to flush system, runs tape for example		sure checks are complete	
Fire drill	All pupils, staff and visitors to school	Fire drill procedures and fire safety notices	<p>Re –look at fire drill procedures (including lockdown) to ensure all new guidelines ref social distancing are followed as much as possible.</p> <p>Ensure pods 6 – 9 are spread out and at 2m distance on playground facing field</p> <p>Pads 1 – 5 to exit onto the grass at front of school. MN to be held by the hand at all times (RC not in).</p>	<p>Caretaker to ensure all water system is flushed before school is re-opened by 1 June.</p> <p>Ensure all areas of the school are completely safe and clear before re-admitting children.</p> <p>Adhere to list of recommendations for re-opening school sent by LA.</p> <p>Fire alarms to be tested by caretaker as normal on regular basis.</p> <p>AS to inform pod leaders of position for pods to line up in playground and on grass.</p>	<p>Caretaker to work with AS to ensure school is safe for re-opening.</p> <p>AS - Discuss with children and complete drill as soon as possible to ensure safe evacuation in the event of a fire.</p>	
Deliveries to school	Delivery drivers, staff and pupils	<p>Potentially regular deliveries will be required once school re-opens for kitchen or other necessary items.</p> <p>Once school receives a delivery wherever possible items will need to be wiped using antibacterial wipes.</p>	Whilst placing the order consider adding advice on delivery procedures within school.	<p>All deliveries to school need to be left in the foyer and taken from there by the caretaker or admin assistant</p> <p>Kitchen deliveries to be maintained and processed by the kitchen staff using their own risk assessment.</p>	Office staff to be aware of the requirements as well as caretaker. Ensure boxes are wiped down or left or up to two days before they are opened.	

4. Reopening checklists

Schools

Complete	Actions you may like to consider	Who?	
Health and safety			
	Thoroughly risk assess for a planned re-opening based on numbers of staff and pupils (refer to guidance on areas to be risk assessed)	HT	Parents communicated with to assess need for places and return by Friday 15 May at 1pm. Follow up on any parents who have not responded,
	Order PPE to meet demand based on risk assessment (first aid, direct care etc)	AP/RA	PPE to be ordered to arrive no later than 30 May
	Brief all staff who will be using PPE, on how to use it correctly	HT	Staff to be provided with guidance on the application and removal of PPE using this advice https://www.youtube.com/watch?v=oUo5O1JmLH0
Internal logistics and social distancing			
	Brief all staff on the risk assessment of internal logistics and social distancing	HT	Share risk assessment to all staff by 20 May. Staff meeting 18 th May
	Order tape/spray/marker dots to enabling makings for social distancing outside the school building and other areas as appropriate	AP	Tape (or equivalent) to be ordered by 20 May
	Stagger arrival and departure times	HT	Communicate arrival and leaving times to parents via letter by 20 May. Also dates for each year group to return
	Plan entry and exit points around the school building to reduce congestion	HT	Identify door to be used to mitigate the need for cross contamination.
	Place hand sanitation at entry and exit points, including touch free sanitizer at the entrance to reception area	AP	See above and have daily re-freshening of supplies
	Plan classroom organisation based on numbers of pupils and social distancing, keeping the same staff and pupils to one room where possible (including lunches if possible)	HT	Discussions between staff as to the numbers of children per pod and continuous staffing to prevent cross infection.
	Organise desks and other learning resources to support social distancing	All staff	See risk assessment above and attached timetable and composition of pods
	Create seating plans for pupils and contact tracing registers	All staff	
	Stagger break times and lunchtimes to minimise pupil contact	HT	
	Consider all implications arising from cancellation of any trips and visits	AP/ RA	All trips cancelled prior to re-opening
	Develop a bathroom strategy for pupils to use the toilet throughout the day (one in, one out)	All staff	Ensure use of bathrooms are staggered and within pods if possible.
	Display hand washing and social distancing signs as appropriate around the school	AP	As per school routine

	Provide parents/carers with advice and guidance on re-opening and practical organisation. Closed 1 st June for organising furniture and preparing resources, then open four days a week (closed Friday)	HT	Letter communication by 20 May
External logistics including suppliers, catering and transport			
	Liaise with any contractor who will have contact with the school at the point of re-opening	HT/RA/AP	Admin to liaise with cleaning contractors or any outside provider who regular have contact and are in school
	Liaise with cleaning contractor		
	Liaise with delivery providers		
Staffing and resources			
	Carry out an audit of staffing levels (shielding, self-isolating, available)	HT	School to ascertain staffing levels to ensure safe opening by 18 May. Meet with teachers 18 th May via zoom to consult with plans. Meet with TAs 20 th May to consult re plans.
	Carry out an audit to ascertain the numbers of school places required for Reception, Year 1 and Year 6.	HT	Communication to parents and responses by 15 May
	Liaise with staff and trade union reAS on plans for re-opening	HT	As above by 20 May
	Risk assess any staff member who has an underlying health condition (they should consult GP)	HT	Contact staff and HR if in need of advice
	Plan a staffing rota based on pupil and staff numbers	HT	SLT to ensure clarity and provision is in place by 20 May
	Read the government guidance on getting tested (see link in guidance)	HT All staff	HT and all relevant staff to have knowledge of the guidance.
Learning, assessment, curriculum and well-being			
	Read 'The Recovery Based Curriculum' model information	DHT All staff	School to decide on type of learning that will take place to include ASHE, mental health and wellbeing as well as checking in to 'regular' learning activities and for Year 6 transition programmes.
	Consider amending your online learning offer	DHT All staff	Those not in school will support with online learning in consultation with year group colleagues. Teachers to plan for week 1 June 1-5. After this teachers will plan home learning on Fridays when school is closed. School will start to provide virtual interactions with pupils in the remaining year groups on a weekly basis linked to oracy and PHSE
	Develop a 'recovery-based curriculum' or equivalent model	DHT All staff	Assess what the children need when they restart school and move with the children provide plenty of opportunities for discussion and verbal interaction
	Communicate with parents/carers your curriculum offer (online and in school)	HT	Clarity of learning opportunities both in and at home
	Brief staff who have a pastoral role and develop a strategy for supporting families as schools start to re-open	HT/CJ/KT	As above with set themes according to children/school need

All of the guidance is to be read with regular updates as and when they are published.

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june>

<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/safe-working-in-education-childcare-and-childrens-social-care>

<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

<https://e-bug.eu/>