Risk assessment – coronavirus MARCH 2021
Updated 26.2..21 (and shared with staff – sent by email) Latest addition highlighted

Risks	1 Spread of virus to (and via pupils)	2. Spread of virus to parents and other family members	3. Spread of virus to others in community	4. Spread of virus to staff	5. Pupils with underlying health issues
	6. Pupils with members of household 'at risk'	7. Staff with underlying health issues	8. Cross contamination via objects		
Risks	Specific risk/group	Preventative actions	Related tasks	How often/where	Responsibility
1.Spread of virus to (and across groups)	All groups✹	Social distancing	Seating within classrooms as far apart as possible. Set seating - all forward facing Signage✓	Spread seating/tables – allocated to specific children Avoid seating opposite others Siblings to seat adjacent	Teacher/TA
		After school club to use school hall/ roundhouse✹	Use beanbags and lunch tables	Wash down beanbags after use and return to quiet room	After school staff
		Lateral flow testing by staff	Recording via Gov results site and to Head	Voluntary twice weekly testing at home by set time and days	All staff and others eg peripatetic teachers, cleaners, etc
	All✹	Good respiratory hygiene	Advice: sneezes, ete	Provide tissues throughout the school – ensure supply Posters around school	Teaching staff Bursar
	All children✹		Outdoor play	Encourage children to play apart + increased handwashing + side by side play opportunities	Teacher/TA
	YR	Year group remain together.	Maintain staffing, as able	Seating plans/spots on floor Outside area to be used and then washed down after use	Teacher/TA

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		Avoid mixing with others		TA to cover YR lunches	
	Warren class Y1/2	Class group remain together. Avoid mixing with others	Maintain staffing, as able	Seating plans with own equipment Teacher to give input + TA to remain as constant as possible.	Teacher/TA
	Downlands class Y2/3	Class group remain together. Avoid mixing with others	Maintain staffing, as able	Seating plans with own equipment Teacher to give input + TA to remain as constant as possible.	Teacher/TA
	Torberry class Y3/4	Class group remain together. Avoid mixing with others	Maintain staffing, as able	Seating plans with own equipment Teacher to give input + TA to remain as constant as possible.	Teacher/TA
	Beacon class Y5/6	Class group remain together. Avoid mixing with others	Maintain staffing, as able	Seating plans with own equipment Teacher to give input + TA to remain as constant as possible.	Teacher/TA
	Meetings	2m social distancing for adults	Arrange seating apart Use 2m signage Use tables to create distance Use roundhouse/outside areas (weather dependent)	Avoid seating opposite others – and far apart Outside Arrange zoom/Teams meetings as able	Meeting host
	Staff	Use of communal areas	Arrange seating 2m apart Limit numbers of staff in specific areas – EY/KS1 (incl Downlands) staff to	Signage: maximum 5 in staff room (4 seated) at once, unless all wearing masks	All staff

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			use front lobby for breaks; KS2 staff to use staffroom Ensure surfaces are uncluttered and cleaned Office staff work from home alternate Weds PPA off-site and staff CPD remote via Teams/zoom	Max of 3 in school office, unless all wearing masks Max of 2 in Head's office, unless wearing masks Max of 2 seated in MI room, unless wearing ✓emailed staff Staff to wear masks if moving through staff room and other communal areas	
	All classes✹	Outdoor play and learning	Washing items/surfaces at end of session, as needed Wipe down after every activity with detergent + disinfect at end of each session ie am/pm	TA/teacher to lead – children to help(after handwashing) Areas zoned for each group Playtime equipment to be kept for each class 'bubble' for playtime use	Teacher/TA Bursar/office staff – ensure sufficient cleaning materials
	All classes✹	Indoor play and learning	Washing/wiping down items/surfaces end of session Children wash equipment at end of teaching time. Unwashable items not used for 48hrs (72 hrs for plastics) or allocated for specific children's use	TA/teacher to lead – children to help (after handwashing)	Teacher/TA Bursar/office staff – ensure sufficient cleaning materials
	YR, 1✹	Sand pits	Avoid sand play	All classes	Teachers/TAs
	All	Remove soft furnishings, as able, in children's areas	Store upholstered seating, soft toys, etc from classroom settings Remove dressing up clothes	✓Store in turquoise storage shed	Teachers/TAs

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		Staff room upholstery to remain – reduced number of seats and use additional seating area	Staff to sit 2m apart	Staff to wash hands after seating	All staff
	All ✹	Rooms to be well-ventilated	Staff to be responsible	Staff open windows, as able When heating on: open highest windows a small amount, when occupied, along with internal doors ajar/open; increase ventilation, at intervals, to less aerosol 'load' by opening class outside doors Windows/doors to be opened widely when empty to enable air movement Children/staff to be advised to wear additional clothing, as approp.- teachers to inform children + newsletter	All staff FM✓letter sent 11.20
	All ✹	Cleanliness of computer keyboards	Class keyboards to be wiped after usage	Wipe keyboards, when used Provide alcohol wipes to enable – purchased ✓	Teachers/TAs Bursar
	All year groups Teachers	PE risks	Aspire personnel to remain same	- Use of school equipment - Lessons enabling distancing, as possible, preferably 2m+ - Avoid close partner work/ proximity - One class at a time - Use large area - Staff to wash hands before moving between groups	Aspire coaches

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				- Children to attend school in PE kit - Outside PE, as possible - Ventilated spaces - Wipe surfaces at end of session eg benches, etc	
	All year groups Music staff	Music risks	Avoid singing inside ✹ - Use roundhouse or other outside areas - Children not to face each other - Small groups: children to be strictly **more than 2m** apart and back to back or side to side - Keep backing music volume low to discourage loud singing	- Rely on DfE guidance (updated 22.10.20) - Outside singing only - No choirs/larger groups to sing unless outside or spaced at distance apart	Music teacher Class teachers TAs
			Avoid woodwind/brass. Only teach outside - Additional hand hygiene - No shared instruments	Suspend recorder club Await reduction in virus prevalence/ immunisation	Music teacher
		Piano lessons	- No singing as part of lesson - Teacher to remain behind pupil at as	Wipes to clean keys – to be provided by piano teacher	Piano teacher

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			great a distance as possible - Keys to be wiped after each lesson - Handwashing before and after each lesson - Music to be stored in book bag		
		Guitar lessons/ violin lessons	- No singing indoors - No mixing class bubbles - No sharing of instruments - Clean stands/surfaces	Spray detergent/clean surfaces	Guitar/ violin teacher
	All classrooms + quiet room	SEMH areas	✹Minimise use Wash blankets/reserve for specific pupils Replace fabric items with plasticised ones eg bean bags	Blankets and bean bags reserved for specific pupils Use bean bags from quiet room	ELSA
	All	Handwashing/sanitising before entering class/ immediate entry	Use outside tap- provide soap, paper towels and bin or use class taps; stagger use of communal wash basins✹	Every entry to classroom, especially first thing in morning (and end of day) Sanitiser to be used x2/day for upper KS2 only	Teacher/TA Bursar/office staff – ensure sufficient cleaning materials
	Roundhouse activities	Handwashing before entering roundhouse/ immediate entry	Use outside tap- provide soap, paper towels and bin✹	On entry to Roundhouse	Teacher/ pupils

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	All✹	No adult or child (or other family members) to come on to site or remain on site if: • symptoms • diagnosis confirmed or suspected • householders have symptoms	• Self-isolation guidelines to be adhered to • Quarantine guidelines followed, as appropriate • Staff testing – self-referral • Parents request pupil test • No one with symptoms on site (or to remain) • (Daily temps – not recommended, as some asymptomatic and virus may be shed prior to symptoms)	Inform staff Letter to parents Parents to arrange testing and contact school regarding results, before pupil returns Follow PHE guidance – use decision tree (updated isolation period, after diagnosis; PHE updated flow chart and information) Home testing kits to be held in school (for staff/children ill onsite or other exceptional circumstances). Advice: favour test-sites, as results quicker (22.9.20)	FM/office staff Parents to arrange test online, if needed LA
	All✹	Regular handwashing	Handwashing at regular intervals	Every change of activity/ end of session More poster reminders – handwashing✓	Supervised by teacher/ TA
			Add paper towel dispensers in main loo area ✓	Office to order + bins✓	Office
	All✹	Respiratory hygiene	'catch it, bin it ..' approach + handwashing (and wiping of surfaces)	poster reminders ✓ handwashing posters✓ paper tissues in all rooms✓	Teacher/TA Bursar/office– ensure stock
	All✹	Handwashing/ loo visits	Stagger loo visits/ hand washing before lunch (and at playtimes)	Staff to discuss how and where to wait for loos/hand basins if not free	Class teacher/TAs

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	Roundhouse meetings (not currently running)	Use of loos to be avoided by visitors	Guidance information to parents	Staff to accompany any child, if loo needed	Teacher/ parents
	All	Handwashing zones (also staggered) and loo usage	yR – use Warren/Rother loos Warren – local loos/basins + main loos Rest of school – main loos/basins After school club use main loos✹	Liaise with other classes Children to be advised on how/where to wait: - One-way system - Queue 2m apart – advise children to remain in bubbles	Teacher/TA
	All	Meal times	Stagger lunches: Packed lunches in classrooms (apart from Warren and Rother) yR – 12.00 Warren – 12.05 Downlands – 12.15 Torberry/Beacon – in classrooms	Every day Torberry/Beacon/Downlands to eat lunches in classroom (or outside in warm weather) All packed lunches out of hall, except Rother/Warren. Other classes eat in classrooms review 15.9.20	Teachers/TA
			Children to sit in family groups (set places), facing one direction + classrooms for Downlands, Torberry and Beacon (own places) or outdoors ✹	Every day Set places for children – meals served by MMS (plated up) at tables - other classes eat in classrooms	yR staff to set for all/ liaise
		Avoid cross-contamination of teams MMS to supervise hall	Teaching staff supervise meals in classrooms MMS wash hands regularly and supervise outside, as possible	Staffing – teacher/TA to supervise eating of lunch ie packed group/hot and eat at distance, as needed, in classrooms Release colleagues for 30’	Teachers/TA

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	yR-2	Fruit at playtimes	All fruit to be washed prior to distribution	TA	Class teacher/TA
			Children to choose fruit and be distributed by adult	Adult to wash hands	
	All	Play times	Stagger playtimes as appropriate – timetable, if zoning not possible	Teachers to liaise TAs/teachers to release each other in own team (10' break)	SF
			Playground zones: Timetable of zones	Daily Areas to be zoned –√	CC/SF
		Wet playtimes	Staff and children remain in learning bases	Teaching staff release each other	All
	All	Assemblies – suspended unless bubbles maintained and sufficient outdoor space possible	Outside. Socially distance, in class 'bubbles' and spaced apart.	Daily assemblies: FM to create plan with virtual resources/themes for class groups	FM
			Avoid singing	No songs	All
	All	Fire drills	Advise staff of procedures	Use usual muster points and protocols but queues apart to avoid contact between bubbles Usual practices	All
	All✹	Surface/object cleanliness	- Wash items after use - Individual stationery packs - Clean surfaces after use, including backs of chairs, door handles, taps, etc	TAs/teachers to wash /supervise Beacon and Torberry – do own Loo taps – extra midday clean All surfaces cleaned at end of school day, including chairs, to supplement cleaning Cleaning staff focus on surfaces, chairs, loos, taps and frequently touched	Teachers/ TAs Office Cleaning contractor

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				surfaces eg door handles and to wash hands/gloves in each area	
	All✹	Roundhouse use	Wipe down surfaces before and after use Provide paper towels/bins/soap/sanitiser	Teachers to supervise	Teachers/TAs
	All	Avoid queuing	Stagger movement between zones – send individual pupils	Inform teaching staff Teachers to explain to children	Teachers/TAs
	All	Doors propped open	All doors – classes and corridors, using fire releases	Inform staff ✓ wedges to enable boys' loo door to be kept ajar and for increased ventilation in school hall **just** at meal times	All staff
	All	Bins regularly emptied if full	Use gloves	Inform staff ✓cleaners	All staff
	All	Movement around middle of school	One-way system, using arrows on floor (clockwise)	Arrows out – *remind children, especially in Beacon class*	FM Teachers
	All	Movement into and out of hall	Open both hall doors	Wedge open just at lunch times/ during teaching	All staff
2. Spread of virus to parents/other family members and school	Parents coming into contact with others	Only 1 parent to drop off pupils and pick up✹	Letter to parents with school expectations/ rule	X 3 and on website Further letter sent 14.9.20 about end of day	FM
			Signage at entrances	✓All class doors, front entrances and gates (Rainbow class create)	CC
			Parent information for roundhouse meetings	✓Send by email ✓Put on website	FM create Office send
			Alter class exit points to avoid congestion	letter sent 14.9.20 and change of exit points for	Class teachers

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				Downlands and Torberry classes	
		Contact with school office reduced	Advise parents to email rather than speak, if possible	✓letter	FM
			Only 1 person in lobby at any one time	✓signage	AN
		✹Parents to wait in lobby when collecting child from after school club	Inform parents Staff to respond to bell and collect children, rather than invite parents into premises	✓Letter to parents	FM
	Stagger drop offs and locations	Reception pupils: Use side access to left of school	Advise parents	✓Letter to parents ✓Signage	FM
		Timetable – see below			
	Stagger pick up	Timetabled arrivals/ departures	Advise parents	✓Letter to parents ✓Arrival times for yR groups to be wider apart on first day – included in letter to parents and highlight	FM
			Advise parents	✓Letter to parents	FM
			Signage at entrances	✓All class doors, front entrances	
	Limit parents'/casual visitors' access to school	Parents advised to leave site rapidly✹	Advise parents	✓Letter to parents, further letter 14.9.20	FM
			Signage at entrances	✓All class doors, front entrances	
		Parents advised to limit number/leave site	Email for roundhouse meetings General advice	✓Send by email ✓Put on website	Office

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		Parents advised to drop off y6 pupils outside school	Advise parents	✓Letter to parents further letter 14.9.20 ✓Signage on gates	FM
		Advise parents to communicate by email, if possible	Advise parents	✓Letter to parents	FM
		Use lobby window✹	Avoid inviting casual visitors/parents in Leave items on ledge	Limit opening of window	Office
	Volunteers, including governors	Support only one class group	Advise personnel and volunteer	Share guidance/risk assessment – letter drafted for Autumn 2020✓ Review Easter 2021	Office
	Book bags carrying virus	Bags to be wiped if needed or to be kept in set place	Bags wiped when appropriate or left outside Alternatively, children/staff to wash hands after handling bags	✓Letters to parents	FM TAs/y6 children
		No additional items in or on book bags No backpacks	Advice parents and children	✓Letter to parents Inform children	FM Teachers
	Lunchboxes	Use and wipe, as needed Handwashing before eating/opening	Lunches left outside if cool Positioned on window ledge next to entrance, if not.	✓Letter to parents ✓YR information sheet Inform children	FM Teachers
	Snacks, if needed	Pre-wrapped✹	Snacks to be placed on clean surfaces Avoid touch by others/ wash if outer, if needed	Advise pre-wrapped snacks – information sheet for pupils (sent by email and on website)	Teachers/FM
		✹After school/breakfast club	Cereal to be poured by staff member, wearing gloves, as appropriate	Staff wear gloves/apron when distributing food stuffs, as appropriate	After school staff

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			Individual butter packs/ portions given by staff Children to make own snacks/sandwiches Use of tongs/gloves to distribute food	Handwashing ++	Bursar/JU to order foods
	Avoid other items moving between school and home	- Children to hang coats in specified zones✹ - PE clothing to be worn into school (spare t-shirt for y5/6, if needed)	Advise children of PE days and to come in wearing outfits	✓Information to parents Coat pegs and racks spread out within school ✓	FM/class teachers
	Book swaps	Books to be swapped as normal	Children to wash hands before/after reading school texts	✓Advise parents – letter to wash hands after reading at home Staff to remind children to hand wash	FM
	Water bottles	To remain in school(✹return to classrooms)	- Y5/6 children wash own bottles daily and dishwashed regularly - yR- 4 bottles in dishwasher or washed by staff	✓Ask parents to send bottles to remain in school ✹After school staff to wash and return	FM After school care staff
	Handwashing before leaving school✹	Children to wash hands immediately before leaving school	Advise children /supervise	Daily	Teachers/TAs
3. Spread of virus to others	Visitors to site	Deliveries to be left outside school building/ in school lobby, except food	Signage	Office staff to liaise with Brakes	Office staff
		Deliveries to be quarantined, if possible, in front lobby 48 hrs (72 hrs+, if in plastic)	Open with gloves on and wipe/disinfect, especially if not able to quarantine	Every delivery	Office staff

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		2m social distancing and masks worn	Avoid entry of visitors on site Use of office window	All visitors	Office staff
		Contractors to visit before/ after school hours, wearing masks and advised to wash hands on arrival/ departure	Only be onsite with personnel/ pupils, if absolutely necessary, for maintenance purposes	Book appointments around pupils' school day	Bursar/ caretaker
4. Spread of virus to staff/volunteers and between staff/into homes		2m social distancing as able	Staff advised Separate teams	Share risk asst – ✓all staff ✓website – ✓parents informed 9.20 further letter 14.9.20	All
	Registers and paper resources	Staff to hand wash if risk of contamination by others handling documents	Carrying/use of registers	Cover outside of registers Wipe down after use Staff/ pupils wash hands after handling	Office Teaching staff
		Avoid taking home exercise books	Provide verbal feedback during lessons	For every lesson, apart from some extended writing	Teaching staff
	Contact with sick child✹	Use PPE, as appropriate, – if 2m distance cannot be maintained	- Child to be housed away from others until picked up (front entrance lobby with front door open for ventilation) – call carers immediately - Remain in isolated space, if possible (ventilated) but closed door or go to safe **outside zone** - Area/classroom to be cleaned afterwards, using	✓Share information: Under heading – what to do if someone in setting becomes unwell: in COVID file	Staff

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			apron/gloves, disinfectant /detergent - Staff may wish to change clothing if they have been in contact with child during day		
	Contact needed for child with SEMH needs✹	Use 'time out zone, if safe to do so If 'positive handling' required – stay behind child	De-escalate if possible	Additional handwashing	Teaching staff
	Contact with large numbers of children	Staff to remain with specific year groups/classes, as able	Classroom team – see rotas Social distance, as able	Staff to remain in teams and avoid contact between additional personnel/pupils, as able Staff to complete daily timetables to indicate groups for tracking purposes Music teachers to supply lists of children attending lessons each day (leave with staff daily timetables)	Teachers/TAs
		Midday meal supervisor	Approach children from behind to serve food Socially distance	Stay in zones, as able, so working with same groups	MMS
	Close contact with colleagues	Maintain 2m social distancing	Staggered staff breaks: Teams to relieve their colleagues to avoid increases in contact	Break times and lunches staggered + additional rest areas ✓signage	Class teaching staff
	Close contact with children	Where possible – maintain 2m social distancing✹	If this is not possible eg hearing reading, etc Stand behind children (on basis that risks to adults	Be outside as much as possible Review marking policy	Teaching staff

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			are greater than to children) or beside them. Avoid face to face contact Face masks not recommended for schools		
	Contact with children for first-aid	Where possible – assess injury/ill child from 2 m distance✹	If not possible, approach child from side or slightly behind (as appropriate) Avoid direct face to face contact/ask child to put hand(s) over mouth/nose, as able	✓Re-arrange chair position in office and use plastic seating ✓Provide mirror, to use from behind, to look at face if possible	First-aiders
	Contact with confirmed case	Affected person should go home (see above) ✹	- Affected person self-isolate for 10 days + household for 14 days* - Affected person to be tested - follow latest DfE/PHE guidance	✓Share information: PHE most up-to-date proforma ✓ Advise parents that children should be picked up rapidly again Contact PHE & LA, as approp. Refer to guidance document	
5.Pupils with underlying health issues	Child undergoing chemo	Liaise with parents	✓Send information sheet to parents Ask them to inform of any additional precautions school should take	✓Email all parents with precautions ✓Reference to CLICSarjent advice and liaised with family	FM/ office
6. Pupils with members of household 'at risk'	Shielding groups	Liaise with parents – consider continued home learning	Check attendance Set up email system for those at home	Regular phone calls/zoom meetings/emails	Teachers
	Parents with lower risks	Government advice: children to attend	Check attendance	Monitor attendance – teachers/office to liaise with Head	Teachers Office staff FM

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7. Staff with underlying health issues/volunteers✹	Shielding groups	Advise to remain at home	None known	Staff to inform FM	All
	Expectant mothers	Review risk assessment	None known	Staff to inform FM	All
	Other conditions	Risk assess	Discuss with staff	✓FM to discuss precautions/risks	FM
		Staff to share concerns	Discuss with staff and take extra precautions, if possible	Staff to inform FM of any concerns	FM
	Volunteers	Advise to remain at home and consider risks in relation to: - Underlying conditions - Age - Other risk factors Remote meetings, as able	Share risk assessment with volunteers Advise not to attend if risks	Office staff to share information Virtual meetings as able Letter to volunteers drafted ✓9.20 Older volunteers remaining out of school until risks lowered	Office
8. Cross contamination via objects	Toys/apparatus✹	Risk of contamination	At end of sessions – wash or quarantine	Wash end of each session using detergent Advise children to wash hands between activities Selection of playground toys for each class bubble for playtimes	Children/TAs
	Table surfaces✹	Risk of contamination	After each session and task	TAs wipe, using detergent End of session, use disinfectant	Y6/TAs
	Lunch tables✹	Risk of contamination	Wash tables and seats after use	Wipe, using disinfectant	Staff

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	Writing tools✹	Each child own pencil case, provided by school	Name pencil cases	Wipe/wash end of each session as possible/not share – to remain in own space	Children/TAs
		Teachers use own resources	Own pencil pots	Wipe/wash end of each session as possible/not share – to remain in own space	Children/TAs
		Other resources	Wash/disinfect	Wipe/wash end of each session	Children/TAs
	Marking/feedback	Pupils' books to remain in workspaces	Feedback to be verbal Y5/6 to write down verbal reminders, as given by teachers	Teachers to provide verbal feedback (pupils record V +/- feedback, as able)	Children/ teachers
9. Risks due to additional cleaning materials in classrooms	Children✹	Risk of ingestion	Staff to keep cleaning materials out of reach of children, particularly disinfectant/surface cleaner	COSHH assessments √	Bursar √ teaching staff meeting
	All	Risk of sanitiser storage	See separate risk assessment	COSHH assessments √	Bursar Caretaker

After school care/breakfast club: see ✹

Drop off/ pick up timetable, including locations (shared with parents 7.20/9.20):

	Groups	Arrival	Departure	Usual PE days
Rother	Didling	8.35-8.45am	2.45-3pm (only one parent on site)	Weds & Thursday
Via front drive and left-hand side of school building	Quebec	8.45-8.55 am	2.55-3.05pm (only one parent on site)	
Warren	All	8.30-8.45 am	3.00-3.05pm (only one parent on site) Exiting from class door	Monday & Weds
Downlands	All	8.30-8.45 am	3.00-3.05pm (only one parent on site) Exiting from front of school	Monday & Weds
Torberry	All	8.30-8.45 am	3.05-3.10pm (only one parent on site) Exiting from main pupil entrance	Weds & Thursday
Beacon	All	8.30-8.45 am	3.05-3.10pm	Tuesday &Weds

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			(y5 parents wait at car-park gate) **(y6 pupils to walk off site on own)**	

If in doubt (key principles):

- No illness or suspected on site
- Wash hands ++
- Tissues available – wash hands afterwards
- Wash or wipe it down with soapy water/ disinfectant
- Social distance – 2m apart
- (Masks not recommended)

Staff welcome to have spare clothes, stored in school, if they wish
PE days – children wear kit into school, to avoid changing

Core principles of control measures to reduce COVID transmission:

- Avoid close proximity to others
- Airborne – ventilation to reduce spread
- Surface touching – regular surface washing (+ hands)
- Isolation and quarantine known cases/ household members
- PCR testing for those with symptoms and those with positive/double void lateral flow tests

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