

WEST BOROUGH COVID RE-OPENING Risk Assessment – Pupils/Parents

Location / Site	WEST BOROUGH PRIMARY SCHOOL
Activity / Procedure	PUPIL RE-OPENING SEPTEMBER
Assessment date	6/11/2020 – updated following 2 nd National Lockdown (5/11/20)
Assessment serial number	RORAPv2
Relevant Guidance	Links to all relevant documentation can be found within this document Guidance for full opening: schools

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
	<ul style="list-style-type: none"> <u>Lack of social distancing around the school resulting in direct transmission of the virus</u> 		
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
	<ol style="list-style-type: none"> Almost all staff will be allocated class (in the main) and extended to year group bubbles (for certain times) Staff stay with children most of the day, organising breaks within their year group, however, ensuring staff and children in different year groups do not mix - staggered playtimes LSA allocated to classes and year groups for lunchtime cover Pupils use allocated outside zones/packed lunches eaten in classrooms/staggered use of hall for school dinners First Aid bag with each classroom. Allocated first aider for each class where possible Children’s medicines stored in office fridge. If child needs medicine child take to medical room and staff go to office and office staff will come and administer medicine. Movement of pupils around the school is to be minimal and no unnecessary movement made Pupils to use allocated toilets Classroom layout adapted to reduce face to face seating – in KS2 desks set out facing forwards <i>Classroom windows cracked open at all times</i> 		

11. All appropriate doors propped open – pupils external toilet doors, internal classroom doors. Classroom external doors to be open (weather depending). When too cold, rooms to be ventilated for 5 minutes every hour. External doors to be opened whilst children are outside for play/lunchtime
12. Meetings with parents carried out on the phone as much as possible. If absolutely necessary, when a face to face meeting must take place, parents will wear a face covering and be in an airy room with door and windows open (Lodge).
13. Classrooms have sinks/soap dispenser/hand gel/cleaning products
14. If staff not able to attend school – staff in year group or team group to cover the class where possible to reduce the introduction of outside supply staff to the school and also reduce the contact of school staff across the school.
15. Staggered start and finish times for classes
16. One way system for drop-off/collection ([video](#) shared with parents/carers)
17. Parents/carers do not enter the school buildings or stop to talk to teachers/TA – email/telephone communication in place
18. From 2.11.20 parents of pupils in Y1-6 drop their children off at the gates and do not enter the site

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<ul style="list-style-type: none"> <u>Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus</u> 			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Toilets and their touch points to be cleaned at lunchtime by CD/SS using anti-virus anti-bacterial spray 2. Toilets cleaned at the end of the day by cleaning staff 3. Sufficient soap in all toilets and checked daily 4. Pupils to use allocated toilets 5. Main toilet door propped open to reduce touching of doors 			

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<ul style="list-style-type: none"> <u>Contact of shared resources resulting in indirect transmission of the virus</u> 			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Pupils have own resources – own pencil case (Y2-6) 			

2. Year 1/ R/N where they are shared on a table
3. Classroom based resources, such as books and games, can be used and shared within the class only
4. These will be cleaned regularly, along with all frequently touched surfaces.
5. Resources that are shared between classes, such as sports, art and science equipment cleaned frequently and meticulously and always between classes
6. If this is not possible, resources are rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different classes.
7. Pupils only permitted to bring essential items to school such as lunch boxes, hats, coats, reading book in their bag. PE kits to be left at home
8. No soft toys to be brought in to school
9. Pupils can take reading books home. These will be change weekly and cleaned/left unused over the weekend

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<ul style="list-style-type: none"> • Emotional distress of pupils – including anxiety 			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Well-being resources are planned for use and training has been given to teachers 2. Individual risk assessments drawn up where necessary 3. Pupil screening to take place and Thrive support put in place where appropriate. SENCo will liaise with parents/carers 4. Behaviour policy updated and shared with all stakeholders 5. Responsibilities clarified for all staff 			

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<ul style="list-style-type: none"> • Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus 			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Individual risk assessments for children with behaviour difficulties – that might need restraint and display spitting, biting etc. 2. All EHCP, those needing intimate care and non-compliant children will have a COVID risk assessment which includes the families, staff, SENCO and leaders 3. PPE used for intimate care – PPE put on before use so children get used to it. (PPE = gloves, mask (if appropriate) and apron.) Disposing of PPE in nappy bin. 			

4. Office staff to monitor levels of PPE and order more if needed
5. All children not complying with new class charters over time will have individual behaviour plan based on THRIVE profile and alternative recognition system created and agreed time for SLT involvement
6. If staff need assistance re aggressive behaviour that may result in restraint – call made to SLT will attend with PPE pack
7. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff and other children are put at risk
8. First aid administered in class or on the playground or in play area. If further assistance needed to call office staff, who will support with PPE pack. Disposable ice packs used across the school. If child needs to go home or be assessed by first aider and safe to do so they can be brought to medical room and office staff will attend.

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<ul style="list-style-type: none"> • <u>Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus</u> 			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Hand gel in all classrooms 2. Hand gel order in large quantities 3. Handwashing PHSE lessons, songs, videos and rhymes for children 4. Extra soap dispensers and re-fills in each classroom 5. Children hand wash 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 6. Washing hands posters replaced in all washing areas 7. Bins in all classrooms and staff rest areas – to be used and emptied in at lunchtime and the end of the day 8. Tissues in all classrooms – checked by cleaners every day to ensure there are tissues in every room every day. 			

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<ul style="list-style-type: none"> • <u>Risk of infection due to lack of cleaning resulting in indirect transmission of the virus</u> 			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. All surfaces, touch points, toilets and shared equipment will be cleaned each day 			

2. PPE (gloves/apron) will be worn by all cleaning staff
3. Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission – Year R and Year I
4. Soft / cloth toys will be removed from use in classrooms
5. Summer deep clean before the school re-opens
6. Staff rest areas and toilets cleaned every day and soap dispensers checked daily
7. Office desks cleaned every day
8. Hand gel, anti-bac spray, tissue and soap levels will be checked by site manager every day

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<ul style="list-style-type: none"> • <u>Risk of illness by child or staff member exhibiting symptoms by direct transmission</u> 			
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Acorn Room set for children needing serious first aid (or medical room), or showing any symptoms of Coronavirus – temperature, new continuous cough or loss of taste or smell go directly to Acorn Room. Staff escorting child with COVID symptoms to wear PPE (Mask/face shield/gloves/apron in office) and if possible keep 2 metres apart and instruct others to keep their distance. 2. If temperature is taken – non-touch thermometer used 3. Office staff call parents if temperature is high (above 37.8 degrees) or continuous cough and ask for child to be collected. Siblings also to return home. 4. Parent instructed and given leaflet concerning getting child tested for COVID and share result with school 5. Disposable PPE in first aid bin, face shield left for cleaning and could be re-used if not contaminated. (extra PPE is available) 6. Members of staff supporting child with symptoms – wash hands thoroughly and can return to work (if child coughed and sneezed on adult and no PPE then contact SLT member before returning to work, and keep 2 metres apart from other members of staff) 7. If Acorn Room is used for suspected COVID – not used again and closed sign used to indicate. Cleaned as soon as possible by site manager or cleaners 8. If positive case – School contact <i>DFE/PHE</i> and take advice – parents of children in that class there has been a positive case in the class informed so they can make choice re attendance <i>if bubble remains open</i> 			

OVERALL level of risk	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	
Assessor's comments	Insert comments relevant to findings as appropriate		

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Name of assessor	Signature of assessor	Date
Kevin Beamon		

Headteacher's comments	Insert comments relevant to assessment as appropriate

Name of Headteacher	Signature of Headteacher	Date
Ashley Crittenden	<i>A.S. Crittenden</i>	31.8.20 6.11.20

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

Risk assessment review 2	
Date	After day 3
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

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

Risk assessment review 4	
Date	After second week
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	

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

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

Risk assessment review 5	
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

Assessor's comments	Insert comments relevant to findings as appropriate

Name of assessor	Signature of assessor	Date

Manager's comments	Insert comments relevant to assessment as appropriate

Name of manager	Signature of manager	Date

Risk assessment reviews	Set future review dates & sign/comment upon completion
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