

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

Location / Site	WEST BOROUGH PRIMARY SCHOOL
Activity / Procedure	PARTIAL CLOSURE – January 2021
Assessment date	03/01/21 – updated following school closure with only Critical Worker/Vulnerable pupil returning from 4 <sup>th</sup> -18 <sup>th</sup> January
Assessment serial number	RORAPv4
Relevant Guidance	Links to all relevant documentation can be found within this document <a href="#">Guidance for full opening: schools</a>

<b>Identify hazard</b>	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"> <li><b><u>Lack of social distancing around the school resulting in direct transmission of the virus</u></b></li> </ul>		
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
	<ol style="list-style-type: none"> <li><i>Significantly reduced pupil numbers – max 10 per class. Pupils sat at a distance in the classroom</i></li> <li><i>Almost all staff will be allocated class (in the main) and extended to year group bubbles (for certain times – cover/PPA)</i></li> <li><i>Staff stay with children most of the day, organising breaks within their class/year group, however, ensuring staff and children in different classes/year groups do not mix - staggered playtimes</i></li> <li><i>Playtimes to take place as a class – zones will be separated by cones to ensure classes do not mix</i></li> <li><i>LSA allocated to classes and year groups for lunchtime cover, remain at a distance where possible and limit contact with children</i></li> <li><i>Pupils use allocated outside zones/packed lunches &amp; school dinners eaten in classrooms</i></li> <li><i>First Aid bag with each classroom. Allocated first aider for each class where possible</i></li> <li><i>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.</i></li> <li><i>Movement of pupils around the school is to be minimal and no unnecessary movement made</i></li> </ol>		

10. Pupils to use allocated toilets
11. Classroom layout adapted to reduce face to face seating – in KS2 desks set out facing forwards
12. Classroom windows cracked open at all times
13. 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
14. 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).
15. Classrooms have sinks/soap dispenser/hand gel/cleaning products
16. 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.
17. *Staggered start and finish times for classes – to resume when all children back*
18. One way system for drop-off/collection ([video](#) shared with parents/carers)
19. Parents/carers do not enter the school buildings or stop to talk to teachers/TA – email/telephone communication in place
20. Parents of pupils in Y1-6 drop their children off at the gates and do not enter the site in the morning

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

<b>Identify hazard</b>	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"> <li><b><u>Contact of shared resources resulting in indirect transmission of the virus</u></b></li> </ul>		
<b>Existing level of risk</b>	Consider current level of risk		
HIGH	<b>MEDIUM</b>	LOW	NEGLIGIBLE

<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> <li>1. Pupils have own resources – own pencil case (Y2-6)</li> <li>2. Year 1/ R/N where they are shared on a table</li> <li>3. Classroom based resources, such as books and games, can be used and shared within the class only</li> <li>4. These will be cleaned regularly, along with all frequently touched surfaces.</li> <li>5. Resources that are shared between classes, such as sports, art and science equipment cleaned frequently and meticulously and always between classes</li> <li>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.</li> <li>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</li> <li>8. No soft toys to be brought in to school</li> <li>9. Pupils can take reading books home. These will be change weekly and cleaned/left unused over the weekend</li> </ol>	

<b>Identify hazard</b>	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"> <li>• <b>Emotional distress of pupils – including anxiety</b></li> </ul>	

<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> <li>1. Well-being resources are planned for use and training has been given to teachers</li> <li>2. Individual risk assessments drawn up where necessary</li> <li>3. Pupil screening to take place and Thrive support put in place where appropriate. SENCo will liaise with parents/carers</li> <li>4. Behaviour policy updated and shared with all stakeholders</li> <li>5. Responsibilities clarified for all staff</li> </ol>	

<b>Identify hazard</b>	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"> <li>• <b>Risk of spreading virus due to close contact with children – I:I and restraint resulting in direct transmission of the virus</b></li> </ul>	

<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> <li>1. Individual risk assessments for children with behaviour difficulties – that might need restraint and display spitting, biting etc.</li> </ol>	

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.

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

<b>Identify hazard</b>	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"> <li>• <b><u>Risk of infection due to lack of cleaning resulting in indirect transmission of the virus</u></b></li> </ul>			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> <li>1. All surfaces, touch points, toilets and shared equipment will be cleaned each day</li> <li>2. PPE (gloves/apron) will be worn by all cleaning staff</li> <li>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</li> <li>4. Soft / cloth toys will be removed from use in classrooms</li> <li>5. <i>Winter deep clean before the school re-opens in January</i></li> <li>6. Staff rest areas and toilets cleaned every day and soap dispensers checked daily</li> <li>7. Office desks cleaned every day</li> <li>8. Hand gel, anti-bac spray, tissue and soap levels will be checked by site manager every day</li> </ol>	

<b>Identify hazard</b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
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<b>Existing level of risk</b>	Consider current level of risk
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<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
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- **Risk of illness by child or staff member exhibiting symptoms by direct transmission**

<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> <li>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.</li> <li>2. If temperature is taken – non-touch thermometer used</li> <li>3. Office staff call parents if temperature is high (<b>above 37.8 degrees</b>) or continuous cough and ask for child to be collected. Siblings also to return home.</li> <li>4. Parent instructed and given leaflet concerning getting child tested for COVID and share result with school</li> <li>5. Disposable PPE in first aid bin, face shield left for cleaning and could be re-used if not contaminated. (extra PPE is available)</li> <li>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)</li> <li>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</li> <li>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></li> </ol>	

<b>OVERALL level of risk</b>	Consider level of risk following use of control measures <b>HIGHLIGHT</b> the appropriate assessment of risk		
<b>NOT REDUCED THE OVERALL RISK</b>	<b>REDUCED THE OVERALL RISK TO SOME DEGREE</b>	<b>CONSIDERABLY REDUCED THE RISK</b>	

<b>Assessor's comments</b>	Insert comments relevant to findings as appropriate

<b>Name of assessor</b>	<b>Signature of assessor</b>	<b>Date</b>
Kevin Beamon		

<b>Headteacher's comments</b>	Insert comments relevant to assessment as appropriate

<b>Name of Headteacher</b>	<b>Signature of Headteacher</b>	<b>Date</b>
Ashley Crittenden	<i>A.S. Crittenden</i>	31.8.20 6.11.20 16.11.20 3.1.21

