

## **Risk Assessment - Full Re-opening of Fritwell C of E Primary School - September 2020**

Following the announcement of the government that primary schools in England should re-open to all children, the Head Teacher and Senior Leadership Team have drawn up the detailed RA below. It takes into account the government advice contained in the guidance received.

The guidance states:

‘Now, the circumstances have changed. The prevalence of coronavirus (COVID-19) has decreased, our NHS Test and Trace system is up and running, and we are clear about the measures that need to be in place to create safer environments within schools’

‘The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families’

‘In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics’ analysis on [coronavirus \(COVID-19\) related deaths linked to occupations](#) suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults.’

This RA is a live working document and will be reviewed regularly. The hazards listed are in no order of importance.

Hazard	Actions	By Whom?	Estimated Level of risk
<b>1. Lack of social distancing in the classroom</b>	<ol style="list-style-type: none"> <li>1. Remove excess furniture to increase space if space to do so– to library / music room</li> <li>2. Children keep to their desks when in the room (Year 1 to 6) – FS will have an allocated working space during directed tasks</li> <li>3. Nursery children will not be allocated a desk but will be given carpet spaces to be used when appropriate. In addition there will be set activities which will be placed inside and outside of the classroom (Nursery and FS)</li> <li>4. Social distancing charter/class agreement (see example in Appendix A) created for and with the children</li> <li>5. Agreement re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance</li> <li>6. Children isolated if cannot adhere to charter and spoken to re the need for social distancing. Child will be sent to HT to isolate, parents contacted and if appropriate child will be excluded from school following guidance.</li> <li>7. Lessons in Year 1 to 6 are planned for individual work or paired when working in the classroom. Outdoor learning is encouraged where possible.</li> <li>8. Where possible staff to be at front or side or back of room</li> <li>9. 1:1 work should not be face to face and minimise time spent working at 1m distance</li> <li>10. Conversation in the classroom from adult height, where appropriate</li> <li>11. If close feedback or communication needed – side to side not facing child</li> <li>12. Feedback to children – using large whiteboard and interactive whiteboard where possible. If written feedback is needed teacher to take reasonable precautions e.g. wearing gloves, given when children have left</li> <li>13. Mark out an area for the teacher – 2m distancing at front of room</li> <li>14. Children to use same desk and personal resources in wallet. (See hazard 8 – resources). Classroom resources will be stored in each child's tray under their desk. Nursery and FS will not have individual resources.</li> <li>15. Where possible desk should be front facing to the teacher</li> </ol>	All Teaching Staff/children	L

	<p>16. Teacher and TA are assigned to these children and stay with these children throughout the day – Exception is PPA/Management time where other adult will work with children adhering to social distancing measures</p> <p>17. Children stay in the classroom for majority of the day and not mix with other groups.</p> <p>18. Children will use the same toilets throughout the day.</p> <p>19. Children will have same allocated space at break time.</p> <p>20. Bags, coats and lunchboxes kept in designated spaces in the cloakrooms - the children will be allocated a space on their return to school and must place all their personal items in that space each day they are in school.</p> <p>21. Children will bring a water bottle which will be kept in their tray under their desk or for nursery and reception children in designated space in the classroom. Re-filling will be done by a teacher or TA at the nearest source of clean water. Gloves should be worn.</p> <p>22. Ensure good ventilation in each classroom all day (windows or doors open)</p>		
<b>2. Lack of social distancing using toilets and poor hygiene</b>	<p>1. All children <b>MUST</b> ask permission to go to the toilet.</p> <p>2. Only <b>ONE CHILD</b> allowed to go to toilet at a time</p> <p>3. Allocated toilets for different groups of children. Children must use their allocated toilets at all times including playtime and lunchtime. Reminded to flush the toilet with lid closed.</p> <p>4. Ensure rigorous hand washing</p> <p>5. Extra signs in toilet re washing hands and other posters about hygiene</p> <p>6. Wedges for the toilet external toilet doors if not fire doors and where possible leave classroom doors to toilets open to minimise contact with handles.</p> <p>7. Hand dryers to be left on. Paper towels used where necessary</p> <p>8. Extra soap ordered to ensure we do not run out</p>	All Staff/children	L
<b>3. Lack of social distancing waiting to</b>	<p>1. Designated entry and exit routes FS and Sticklebacks – via carpark (parents encouraged to come through play park)</p>	All Staff/parents/carers/children	L

<p><b>drop off in the morning and collect in afternoon</b></p>	<p>Seahorses and Stingrays – via main gates (parents encouraged to use main drive)  Sharks – via Playground gates (Old School Lane) (parents encouraged to wait at the bottom of the road and not park in Old School Lane)</p> <ol style="list-style-type: none"> <li>2. Designated area for children to line up. Parent (only 1 parent/ carer per child allowed) Once at the gate the parent will leave child with class teacher. Children in Year 5 and 6 may walk to school unaccompanied (provided a parent or carer has confirmed this in writing) but they must follow the above procedure to enter the school grounds</li> <li>3. Instructions shared re social distancing between families in the morning with parents and children</li> <li>4. No parents or carers will be allowed on the school premises</li> <li>5. Children will go to their classrooms and will put their things in the cloakrooms and enter the classroom</li> <li>6. At pick up children will line up in designated areas and be sent to parent/carer. Year 5/6 children can walk home provided we have parental agreement and they will exit from playground gate if Sharks and main gate if Stingrays</li> <li>7. Parents/Carers encouraged wear face coverings when dropping off and picking up</li> <li>8. Children wearing disposable face masks on entry will deposit in to lidded bin in their classroom – reusable ones to be stored in their bag</li> <li>9. Instructions shared re social distancing between families in the morning with parents and children.</li> <li>10. Signage for parents and children displayed on the fence.</li> <li>11. HT to be on duty to supervise</li> </ol>		
<p><b>4. School Bus service</b></p>	<ol style="list-style-type: none"> <li>1. School service have own RA and procedures in place</li> <li>2. Children arriving will wait to together in small bubble in playground with JH before joining classes</li> <li>3. End of day - children will wait in designated space on playground and taken to the bus</li> </ol>		<p>L</p>

<p><b>5. Lack of social distancing during playtimes and lunchtimes</b></p>	<ol style="list-style-type: none"> <li>1. Staggered breaks and lunch times for classes (exception EYFS who have own contained area)  <b>Morning play</b>  Sticklebacks and Seahorses 10.30-10.45  Stingrays and Sharks 11.00-11.15  <b>Lunch time play</b>  Sticklebacks and Seahorses 12.45-13.15  Stingrays and Sharks 12.15-12.45</li> <li>2. Each group will be allocated an area to play – playground or muga on a week rota plus an area of the field (weather permitting)</li> <li>3. Each group will have a box of lunchtime equipment – hard surfaces and can be easily cleaned</li> <li>4. Games discussed which encourage social distancing – football passing, catch etc</li> <li>5. Staff supervision throughout – actively encouraging and insisting on social distancing, encouraging and arranging games</li> <li>6. TA's/LSA's to supervise break times – break given to TA's before morning play</li> <li>7. Children practise talking to each other adhering to social distancing measures – modelled by staff</li> <li>8. Same areas used by bubble for the day</li> <li>9. Children to use their allocated toilets at break and lunchtime. Only one child at a time to go to the toilets and they need to be reminded about thorough hand washing.</li> </ol>	<p>All teaching staff/ children</p>	<p>L</p>
<p><b>6. Lack of social distancing when eating lunch</b></p>	<ol style="list-style-type: none"> <li>1. Children eat in the hall on rota system spaced out on rows of tables</li> <li>2. Entry through main doors  Minnows and Tiddlers 11.45-12.15 row 1 – exit through main door after 12.15  Sticklebacks and Seahorses 12.15-12.45 (row 3 and 5) – exit via fire escape</li> </ol>	<p>All staff/ Children</p>	<p>L</p>

	<p>Stingrays and Sharks 12.45-13.15 (row 2 and 4) – Stingrays to exit straight to class Sharks via main door Tables and benches cleaned between uses</p> <ol style="list-style-type: none"> <li>3. Fresh Start providing hot option and children with packed lunches kept in children's designated spaces in cloakrooms and collected when they have washed their hands thoroughly before lunch.</li> <li>4. Tiddlers, Sticklebacks and Seahorses to be served dinners</li> <li>5. Stingrays and Sharks to line up in small groups in their class bubble to get served</li> <li>6. Children to line up in their class to access hall through double doors and exit through designated exit point</li> </ol>		
<b>7. Lack of social distancing in the corridors/ moving around school</b>	<ol style="list-style-type: none"> <li>1. Children staying in their classroom and accessing outside from classroom door. There is very limited time when the children will move from one classroom to another via any common areas.</li> <li>2. One child going to toilet at one time - agree instructions with the children concerning going and returning from the toilet (see hazard 2)</li> <li>3. Messages from staff in classrooms to office (and vice-versa) via walkie-talkies/ chat on Microsoft teams/ email to reduce the need for staff to enter the office area. Maintain social distancing if adults need to come to office.</li> <li>4. Staff use empty classrooms and alcoves to maximise the distance between each other</li> <li>5. When moving class around the school adult to insist that children stay within their bubble</li> <li>6. Where possible doors (including fire doors) will be propped open during the school day.</li> </ol>	All staff/ Children	L
<b>8. Use of shared resources and areas</b>	<ol style="list-style-type: none"> <li>1. Children in Year 1 to Year 6 will be allocated their own stationery resources. All resources will kept in a zippy wallet with their name on it. This will be kept in their tray, which will be kept under their desks. EYFS to have resources shared with them when needed</li> </ol>	All staff/ children	L

	<ol style="list-style-type: none"> <li>2. Reading books and reading records to be kept in their bookbags</li> <li>3. Exercise books kept in individual trays and any work photocopied individually for them to complete. Resources ready for lessons and distributed before the children come in.</li> <li>4. Tubs of resources for pairs if needed – maths cubes, counters etc which can easily be cleaned after use.</li> <li>5. Shared resources washed by teacher or TA in cleaning solution each night and left to dry</li> <li>6. Resources for nursery and FS will be out on the tables for shared use.</li> <li>7. Any large resources to be left in designated area for cleaners to clean thoroughly.</li> <li>8. Reading books issued and collected once a week – home reading record checked weekly – books quarantined between reissue</li> <li>9. Library books – on weekly rota selected by TA or teacher. Topic books can be used and quarantined after use.</li> <li>10. Tables, door handles and other surfaces cleaned with cleaning solution every night</li> <li>11. Lessons planned so resources are individual or paired or on white board</li> <li>12. Resources on tables ready for lesson and not distributed within the lesson</li> <li>13. Children encouraged to wash hands / use hand gel before lessons and after each lesson</li> <li>14. Any PE resources used must be cleaned between groups.</li> <li>15. Children will use an IPAD or Laptop for their use whilst in school in ICT lessons. At the end of the session they will wipe the device clean with an antibacterial wipe. Teachers will collect them from the children's desks and return them to the trolleys for charging.</li> </ol>		
<b>9. Use of shared areas</b>	<ol style="list-style-type: none"> <li>1. Where possible intervention to be in classroom</li> </ol>		L

<b>for intervention</b>	<ul style="list-style-type: none"> <li>2. Possible areas to be used – Year 1 classroom, resource room off Sticklebacks, Music room and intervention room (upstairs) – No Green room due to water leak</li> <li>3. Children to take zippy wallet with them</li> <li>4. Area cleaned after use by staff</li> <li>5. Shared resources cleaned as above</li> </ul>		
<b>10. Emotional distress of the children</b>	<ul style="list-style-type: none"> <li>1. Teams meeting for children to meet new teacher</li> <li>2. Time to build relationships with new teacher and TA in first weeks</li> <li>3. Individual risk assessments for children with special educational and behavioural needs</li> <li>4. Some children with SEND will need social stories to ensure an understanding of new routines</li> <li>5. Parent to teacher transition information for parents to share concerns with new teacher</li> <li>6. PHSE activities to be delivered for first two weeks in class to support children's well-being –using Family Links and SCARF resources to allow time for questions, slowly increasing the cognitive load</li> <li>7. Use The Department for Education additional support for pupil wellbeing. Information about the <a href="#">extra mental health support for pupils and teachers</a> is available.</li> </ul>	All staff/ children	L
<b>11. Emotional distress of the staff – including anxiety</b>	<ul style="list-style-type: none"> <li>1. Inclusion in risk assessment process – input into hazard identification and control measures. RA shared with all staff and any issues addressed and appropriate suggestions added.</li> <li>2. Staff meeting – virtually – to discuss concern, shared control measures and preparations required for full re-opening of school.</li> <li>3. Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible</li> <li>4. Separate risk assessment to be written for the office area</li> <li>5. Social distancing to be maintained in the staff room. Staff bring their own dishes for their lunches and snacks and drinks daily, removing daily, to minimise use of dishes, towels etc in staff room. When using shared</li> </ul>	All staff	L



	<p>resources e.g kettle please make sure you wash hands thoroughly, wipe shared items down etc.</p> <p>6. Those who are clinically extremely vulnerable or living with those that are clinically extremely vulnerable to complete personal risk assessment – based on staff risk assessment. These staff to keep strict social distancing from other adults and as much social distancing from children as possible.</p> <p>7. Direct staff to The Department for Education additional support for pupil and staff wellbeing. Information about the <a href="#">extra mental health support for pupils and teachers</a> is available.</p>		
<b>12. Risk of spreading virus due to poor hygiene</b>	<ol style="list-style-type: none"> <li>1. Extra soap dispensers and re-fills in each classroom</li> <li>2. As a minimum, children wash their hands 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>3. Washing hands posters replaced in all washing areas</li> <li>4. Reminders how to wash hands properly – videos and posters</li> <li>5. Procedure agreed for children to wash hands</li> <li>6. Lidded bins placed in each classroom</li> <li>7. Follow ‘catch it, bin it, kill it’ approach – tissues in lidded bin</li> <li>8. Other posters recommended by DfE displayed in all classrooms and toilet areas.</li> <li>9. Hand gel available in all classrooms – kept by teacher</li> <li>10. Hand gel order in large quantities</li> <li>11. Children can bring own hand gel to be kept in their tray so that they have access to it at all times</li> </ol>	All staff/ children	L
<b>13. Risk of infection due to lack of cleaning</b>	<ol style="list-style-type: none"> <li>1. All surfaces, handles, toilets and shared equipment will be cleaned each day using an appropriate cleaning fluid</li> <li>2. PPE will be worn by all cleaning staff</li> <li>3. Resources will be cleaned after use by the children as set out in Hazard 8. Large resources requiring an enhanced clean will be left in a designated area in each classroom so that the cleaners know to clean them thoroughly</li> </ol>	Cleaning staff	L

	<ol style="list-style-type: none"> <li>Soft furnishings and soft / cloth toys will be removed from use in classrooms, as will any other display items which children are used to handling and sharing - e.g. worship resources, items on reflection tables, books from book corner.</li> <li>Anti – viral spray available to wipe tables before and after snacks and lunch together with blue disposable paper</li> <li>Anti-bacterial wipes also available in every classroom, toilet, office and staffroom</li> <li>Daily cleaning MUST include all surfaces (tables, chairs, tops of drawer units, door handles, coat pegs etc), toilets and carpets.</li> </ol>		
<b>14. Risk of illness of vulnerable staff and family members</b>	<ol style="list-style-type: none"> <li>Those who are clinically extremely vulnerable or living with those that are clinically extremely vulnerable to complete personal risk assessment – based on staff risk assessment. These staff to keep strict social distancing from other adults and as much social distancing from children as possible.</li> <li>Agree if staff are allowed to wear PPE when in school if they wish</li> <li>Issuing of all relevant risk assessments to staff concerning returning to work – and allow them to comment and contribute</li> </ol>	All Staff	L
<b>15. Children falling ill during the school day</b>	<ol style="list-style-type: none"> <li>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ School to follow advice from Government helpline 0800 046 8687, and select option 1</li> <li>If possible, isolate outside – under cover if necessary, if this is not possible isolate in the medical room. Staff assisting must wear PPE. School to follow advice from Government helpline 0800 046 8687, and select option 1</li> <li>Limit the number of children and staff with whom they have further contact</li> <li>JH will authorise calling parents/ carers to ask them to collect child and siblings. The child will need to be kept at home for 10 days or until</li> </ol>	All staff/ children	L

	<p>symptoms have completely passed and must undergo a corona virus test – <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a> or call 119. Staff/Parents to follow test and trace advice from Public Health England following result.</p> <ol style="list-style-type: none"> <li>Other children/adults will only need to be sent home from the class bubble if they demonstrate symptoms</li> <li>If positive result contact DfE's existing coronavirus helpline number on 0800 046 8687, and select option 1. This option will take schools through to the dedicated team of advisors who will inform them what action is needed based on the latest public health advice. They will work through a risk assessment with you to identify close contacts. Advisors will be responsible for referring more complex cases, as necessary, following a triaging of your circumstances during the call.</li> <li>The Advisors will provide definitive advice on who must be sent home</li> <li>If more than one case within 14 days contain any outbreak by following local health protection team advice</li> <li>School will not share names or details of people with coronavirus unless essential to protect others</li> </ol>		
<b>16. Staff falling ill during the school day</b>	<ol style="list-style-type: none"> <li>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</li> <li>If possible, isolate outside – under cover if necessary, if this is not possible isolate in the medical room. Staff assisting must wear PPE - School to follow advice from Government helpline 0800 046 8687, and select option 1</li> <li>JH will authorise sending them home. The member of staff will need to self isolate as outlined in the TV flowchart – <a href="https://www.gov.uk/apply-coronavirus-test-essential-workers/">https://www.gov.uk/apply-coronavirus-test-essential-workers/</a> or call 119. Staff/Parents to follow test and trace advice from Public Health England following result.</li> </ol>	All staff/ children	L

	<ol style="list-style-type: none"> <li>4. Staff to have no further contact with staff and parents</li> <li>5. The parents of children in the bubble will be contacted and asked to collect their child if cover cannot be provided – redeploy staff if none available (JH in first instance)</li> <li>6. If positive result contact DfE's existing coronavirus helpline number on 0800 046 8687, and select option 1. This option will take schools through to the dedicated team of advisors who will inform them what action is needed based on the latest public health advice. They will work through a risk assessment with you to identify close contacts. Advisors will be responsible for referring more complex cases, as necessary, following a triaging of your circumstances during the call.</li> <li>7. The Advisors will provide definitive advice on who must be sent home</li> <li>8. If more than one case within 14 days contain any outbreak by following local health protection team.</li> <li>9. School will not share names or details of people with coronavirus unless essential to protect others.</li> </ol>		
<b>17. Dealing with First Aid or Intimate care</b>	<ol style="list-style-type: none"> <li>1. Prior to dealing with any incident ensure appropriate PPE is worn. – gloves, masks and apron.</li> <li>2. Masks purchased and are located in EYFS classroom near changing area, in the medical room and with each first aid kit in the classrooms currently being used</li> <li>3. Extra disposable aprons ordered - located as above</li> <li>4. Extra gloves ordered - located as above</li> <li>5. Following the incident ensure all items are disposed of appropriately (double bagged)</li> <li>6. Staff to take out box of PPE equipment and portable first aid kit</li> <li>7. PPE equipment disposed of in EYFS classroom allocated bin or clinical waste bin in medical room</li> </ol>	All staff/ children	L

	<p>8. Ice packs – use disposable ones wrapped in blue paper towel or packs in freezer with blue paper towel wrapped around (no cloth covers) Reusable pack will need wiping before refreezing</p> <p><b><i>Please note the Government guidance states “Wearing face coverings or face masks is not recommended” but we feel that where any member of staff has to have physical contact with a child appropriate safety measures should be in place.</i></b></p>		
<p><b>18. Risk of spreading virus due to close contact with children – 1:1 and restraint</b></p>	<ol style="list-style-type: none"> <li>1. Seek expert guidance from special schools re support for children with behaviour difficulties – that might need restraint and display spitting, biting etc. Leading to individual risk assessments. We will use support from Bardwell if necessary</li> <li>2. If at all possible ensure that staff wear appropriate PPE to deal with an incident - mask, gloves, apron, visor (which will be ordered if deemed necessary)</li> <li>3. PPE will be located in classroom with any child posing a potential risk.</li> <li>4. If necessary a reduced timetable / exclusion / inclusion will be considered if a child is acting in a way that staff are put at risk</li> </ol> <p><b><i>Please note the Government guidance states “Wearing face coverings or face masks is not recommended” but we feel that where any member of staff has to have physical contact with a child appropriate safety measures should be in place.</i></b></p>	All staff/ children	L
<p><b>19. Staff moving between bubbles</b></p>	<ol style="list-style-type: none"> <li>1. Keep their distance from pupils and other staff as much as they can</li> <li>2. Follow good hygiene practices</li> </ol>	All staff/ children	L
<p><b>20. Wrap around care</b></p>	<ol style="list-style-type: none"> <li>1. Area cleaned prior to use</li> <li>2. Group capped at 15 to be a small consistent bubble – parents must commit to place</li> </ol> <p><b>Breakfast club</b></p> <ol style="list-style-type: none"> <li>3. timings 7.45 – 8.40am</li> <li>4. Children enter through main gate</li> </ol>	All staff/ children	L

	<ul style="list-style-type: none"> <li>5. Spaced out in hall</li> <li>6. Children taken to class line</li> <li>7. Cleaned after use</li> <li><b>After school club</b></li> <li>8. Timings 3.30 – 5.00pm</li> <li>9. Children collected by adult from class bubble</li> <li>10. Spaced out in class 1</li> <li>11. Collection from car park</li> <li>12. Cleaned after use</li> </ul>		
<b>21. Visitors on site – professionals and peripatetic teachers</b>	<ul style="list-style-type: none"> <li>1. Visitors must ensure they have booked a time to attend</li> <li>2. Visitors must ensure they have no Covid 19 symptoms on the day of the visit</li> <li>3. Visitors must wear face coverings when entering the office and adhere to social distancing measures of 2m from other adults</li> <li>4. Visitors must sanitise hands on entry and exit</li> <li>5. Visitors must sign in and be prepared to follow guidance on test and trace</li> <li>6. Room visitor will use to be cleaned before and after use</li> <li>7. Professional to collect child and return child to bubble adhering to social distancing measures</li> </ul>	Adults and children	L
<b>22. Contractors on site</b>	<ul style="list-style-type: none"> <li>1. Contractors book time to work on site – preferably out of school hours</li> <li>2. Contractors must ensure they have no Covid 19 symptoms on the day of the visit</li> <li>3. Contractors must wear face coverings when entering the office and adhere to social distancing measures of 2m from other adults</li> <li>4. Contractors must sanitise hands on entry and exit</li> <li>5. Contractors must sign in and be prepared to follow guidance on test and trace</li> </ul>	Adults	L

### **Appendix A - Suggested Class Agreement**

Each teacher to draw up a new 'Class Agreement' on the first day for all children to sign. This should come from the children but will include (in child friendly language)

1. Always keep within my bubble
2. Always use our own equipment
3. Always go to the toilet on my own
4. Always wash my hands for 20 seconds
5. I will try really hard to remember school is going to feel different than before
6. I will tell an adult when I am feeling anxious or upset
7. Always look out for each other

\*Ensure children know that accidentally forgetting these rules once or twice is only natural, things are very new and it will take a while to get used to them

\*Children will be rewarded for following all social distancing requirements

\*Children to be made aware that any deliberate misuse of these rules will result in parents being asked to collect them immediately