



RISK ASSESSMENT FOR FULL REOPENING OF SCHOOL

Location / Site	Gnosall St Lawrence C.E. Primary Academy and Pre-school
Activity / Procedure	FULL REOPENING OF SCHOOLS - SEPTEMBER 2020
Assessment date	07.08.2020 - to be updated regularly in line with guidance released

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

Identify hazard	Child becomes ill whilst at school resulting in direct transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	<ol style="list-style-type: none"> When a child becomes ill with a high temperature and/or new, persistent cough and/or loss/change to sense of smell and taste, they will be immediately isolated in the Sanctuary. Parents/Carers will be immediately contacted to collect the child and any siblings. Parents/Carers will be directed to the advice contained in 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. Recommend that the child has a coronavirus test. If the child needs to use the bathroom whilst waiting to be collected, they will use the downstairs disabled toilet. A 'do not use' sign will then be placed on the door until thorough cleaning has taken place. A member of staff will supervise the child from outside the Sanctuary. Should the child need to receive care of any kind whilst waiting, the member of staff will wear PPE. If a child tests positive for coronavirus, the school will contact the DfE helpline on 0800 046 8687 Option 1. My need to contact local team - PHE West Midlands North Health Protection Team, Stonefield House, St Georges Hospital Corporation Street, Stafford, ST16 3SR, 0344 225 3560. If a positive case occurs in Pre-school and we are advised to close the bubble, Ofsted will be notified. 			
Remaining level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Lack of social distancing in the classroom resulting in direct transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	<ol style="list-style-type: none"> Use of social bubbles mitigates lack of social distancing. Wherever possible, adults will maintain 2 metres distance from one another and from children. Children encouraged to maintain distance from one another. School rules adapted to discourage children from touching one another or one another's belongings. If children consistently break rules re distancing, parents will be contacted. 			



	<ol style="list-style-type: none"> 6. Regular cleaning of shared spaces and resources, e.g. Base 10 cubes, 3D shapes. 7. All desks forward facing as per government guidance in Years 1 to 6. 8. In EYFS children access indoor and outdoor continuous provision. Please see information re cleaning of shared resources and areas of high levels of contact. 9. In Key Stage 1, children will also have access to continuous provision. Please see information re cleaning of shared resources and areas of high levels of contact. 10. Adults will distribute resources before the lesson wherever possible so that children can stay in their seats. 11. Classroom doors will be propped open, other internal doors will be kept open (as long as they are not fire doors), windows will be kept open (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space) and external doors will be open where appropriate (weather dependant and as long as they are not fire doors and where safe to do so). 12. To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: <ul style="list-style-type: none"> • Opening high level windows in preference to low level to reduce draughts; • Increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused); • Providing flexibility to allow additional, suitable indoor clothing; and • Rearranging furniture where possible to avoid direct drafts. 13. Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. 			
Remaining level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	<ol style="list-style-type: none"> 1. Extra signs in toilet re washing hands 2. Extra soap ordered to ensure we do not run out. 3. Staff to monitor children in toilets. 4. Only one bubble at a time in toilets. 5. If a child goes to the toilet during a lesson, staff will use the walkie talkies to notify other bubbles. Wherever possible, an adult will monitor them. 			
Remaining level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Lack of social distancing waiting to enter school resulting in direct transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	<ol style="list-style-type: none"> 1. Instructions shared re social distancing with parents and carers for drop off and collection times. 2. Signage for parents and children displayed around school. 3. Staggered drop off and pick up times for different bubbles using different school entrances. 4. Senior Leadership Team to monitor. 			
Remaining level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE



Identify hazard	Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	<ol style="list-style-type: none"> 1. Staggered playtimes and allocated play areas for different bubbles. 2. No play equipment to be used unsupervised. Any equipment used is cleaned after use by different bubbles. 3. Games discussed which encourage social distancing. 4. Staff supervision throughout. 5. School rules amended to include instructions for children not to touch one other or one others' belongings. 			
Remaining level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Lack of social distancing when eating lunch resulting in direct transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	<ol style="list-style-type: none"> 1. Staggered lunchtimes to ensure that social bubbles have minimal contact with one another. 2. Children remain in hall until everyone in their group is ready to go outside. 3. Lunchtime supervisor walks whole group out to allocated playground space. 4. Headteacher to monitor social distancing in hall. 5. Pre-school and Reception to eat in classrooms with assigned lunchtime supervisors. 6. All surfaces are cleaned between uses by different bubbles. 			
Remaining level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Lack of social distancing in the movement around school building resulting in direct transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	<ol style="list-style-type: none"> 1. Children enter and leave classrooms at staggered times to prevent mixing of bubbles. 2. Messages to office via email or walkie talkie as appropriate. 3. Agree instructions with children concerning going and returning to toilet 4. Staff to communicate via walkie talkie as appropriate. 			
Remaining level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Contact of shared resources resulting in indirect transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	<ol style="list-style-type: none"> 1. Shared resources will either be cleaned between uses by different groups or put into quarantine for the recommended time period (up to 72 hours dependent on material). 2. Tables, door handles and other surfaces cleaned with appropriate cleaning products regularly throughout the day. 3. Resources on tables ready for lesson and not distributed within the lesson. 4. Children have own stationery set that is not shared. 5. Children wash hands before each lesson. 6. A First Aid Kit will be assigned to each social bubble group. Staff will treat minor injuries in situ using this kit - the medical room will not be used for such injuries. 			



	<ol style="list-style-type: none"> 7. Parents of children in YR to Y6 will be notified of injuries by the office staff rather than through the class injury books at the end of the day. However, all injuries must still be logged following the procedures set out in the First Aid Policy. 8. Parents of children in Pre-school will be directly emailed by the Pre-school staff. 9. The Headteacher will be notified of any more serious injuries which require a greater level of care. The Headteacher will administer first aid in the medical room in these cases. Where necessary, PPE will be used. In the absence of the Headteacher this will be carried out by one of the Assistant Headteachers. Parents will be immediately informed by office staff via phone. 10. Following use of the medical room, the Headteacher or Assistant Headteacher will use appropriate cleaning materials on all hard surfaces. 11. Any first aid materials used will be disposed of in the yellow medical bin. 			
Remaining level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Emotional distress of the children			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	<ol style="list-style-type: none"> 1. Appropriate PSHE, RE, class worship and mindfulness activities will be planned to allow children to discuss their feelings. 2. Staff to report any concerns to Headteacher and SENCO so that extra support can be provided if necessary. 3. Parents contacted if necessary. 			
Remaining level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Children with additional needs			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	<ol style="list-style-type: none"> 1. Some children due to age, sensory or physical need, salivate more than usual. Staff will support them to frequently wipe their face using tissues. Tissues will be immediately disposed of in a bin and all concerned will wash their hands. 2. Children whose needs have to be met via close physical contact will still be cared for. Staff involved will wear relevant PPE and/or ensure high levels of hygiene for the child and themselves. 3. External agencies may visit children in school to address their individual needs. The Headteacher will share this risk assessment with any such adult prior to their visit. Please see box below regarding visitors to school. 			
Remaining level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Emotional distress of the staff - including anxiety			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	<ol style="list-style-type: none"> 1. Inclusion in risk assessment process - input into hazard identification and control measures 2. Onsite INSET day in September to discuss risk assessment. 3. Risk assessments reviewed after day one, week one and fortnightly after that - this is flexible. 			



	4. Assistant Headteachers and Headteacher to carry out regular checks on staff well-being and act accordingly.			
Remaining level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	<ol style="list-style-type: none"> Liquid soap and sanitiser in each classroom - checked by staff each day. Throughout the day, children will use a combination of sanitising gel (70%+ alcohol) and handwashing. This will occur regularly throughout the day. In particular, children will always wash their hands after coughing or sneezing. Hand washing posters updated in all washing areas. Reminders how to wash hands properly - videos and posters. Procedure agreed for children to wash hands thoroughly. 			
Remaining level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Risk of infection due to lack of cleaning resulting in indirect transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	<ol style="list-style-type: none"> All surfaces, handles, toilets and shared equipment will be cleaned each day using suitable products. Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission. Cleaning products available in each classroom to ensure touch points are cleaned throughout the day. Children have own stationery set that is not shared. 			
Remaining level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Risk of infection due to visitors entering the school			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	<ol style="list-style-type: none"> Risk assessments and procedures will be shared with all visitors including PE coaches, peripatetic music teachers and volunteer helpers. Visitors will be required complete a track and trace form prior to entering the main school. NHS Test & Trace QR code also displayed in school main entrance. All visitors to school will sanitise their hands on entry to the building. All visitors will be asked to maintain 2m distance from staff and children, wherever possible. If social distancing is not possible, for example in the case of physiotherapists or the school nurse, handwashing will be increased. Parents will be notified when such visits are scheduled. Any visitors who are displaying symptoms of coronavirus (COVID-19) will not be allowed to enter the school site. The site manager will ensure all risk assessments are shared with contractors. Wherever possible, contractors will work on site outside of the school's operational hours. 			
Remaining level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE



Identify hazard	Risk of infection to vulnerable groups, i.e. those previously shielding, those who are clinically vulnerable, those from BAME backgrounds, pregnant.			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	<ol style="list-style-type: none"> Any staff member who previously had a letter from the government stating they are in the extremely vulnerable or vulnerable category, are a BAME staff member or who are pregnant will be individually spoken to about the school's risk assessment to ensure that they are comfortable with the measures that have been put in place. A record of the meeting will be kept by the staff member and within personnel files. If necessary, additional protective measures, such as the use of visors or masks, may be put in place. Individual risk assessment to be revisited upon updated guidance based on local COVID alert level and any national guidance. 			
Remaining level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Off-site visits			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	<ol style="list-style-type: none"> All off-site visits discussed with Headteacher and Educational Visits co-ordinator. Visits carried out only to COVID-19 secure sites. Additional risk assessment written and shared with all relevant adults, including volunteers. Risk assessments from other sites requested where possible. Social distancing enforced with other groups while off-site. No residential visits permitted at this time. 			
Remaining level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Music, drama and dance activities involving singing or playing wind/brass instruments pose a cumulative risk of transmission			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	<ol style="list-style-type: none"> Maintain social distancing. Background/accompanying music played at a low level to discourage shouting. Peripatetic teachers - see control measures re visitors in school. Take place outdoors where possible. Pupils sit back-to-back or side-to-side. Numbers limited in relation to space. Must be 10l/s/person natural airflow if indoors. Not to happen in large groups such as choir or assembly. Avoid sharing equipment or instruments. Must be cleaned between uses by different groups. 			
Remaining level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE



<u>Identify hazard</u>	Staff members who work across a number of schools and therefore at increased risk of exposure			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	<ol style="list-style-type: none"> 1. Any staff member within this category will be individually spoken to about the school's risk assessment to ensure that they are comfortable with the measures that have been put in place. 2. Additional measures to be identified and actioned if appropriate. 3. Individual risk assessment to be revisited upon updated guidance based on local COVID alert level and any national guidance. 			
Remaining level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE

OVERALL level of risk following use of control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Assessor's comments	Adherence to this risk assessment will be monitored to ensure its effectiveness in reducing risk of harm.		

Name of assessor	Signature of assessor	Date
Kirsten Sweet		01.09.2020

Risk assessment reviews	Set future review dates & sign/comment upon completion
Friday 4 th September 2020	<p>Lack of social distancing in the classroom resulting in direct transmission of the virus - modified to clarify re forward facing desks; information added re EYFS; information added re continuous provision in Key Stage 1.</p> <p>Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus - clarification re cleaning equipment between use by different groups.</p> <p>Lack of social distancing when eating lunch resulting in direct transmission of the virus - clarification on cleaning surfaces between use by different groups.</p> <p>Contact of shared resources resulting in indirect transmission of the virus - clarification on cleaning shared resources between uses by different groups.</p> <p>Handwashing routines to be modified to include the use of sanitiser.</p> <p>Inclusion of protocols for vulnerable groups.</p> <p>Inclusion of protocols for off-site visits.</p>
Friday 11 th September 2020	Addition of information regarding the teaching of music from government guidance updated on 7 th September 2020.
Friday 18 th September 2020	No additions or amendments
Friday 25 th September 2020	No additions or amendments
Friday 16 th October 2020	Addition of DfE helpline for use in the event of a positive case.



Gnosall St Lawrence CE Primary Academy and Pre-school

Monday 2nd November

Amendment to ventilation with regard to colder weather.

Addition of measures for pregnant staff members.

Addition of measures regarding staff who work across schools.