

**The Colleton Primary School
Covid-19 RISK ASSESSMENT**

| | | |
|--|----------------------------------|---|
| LOCATION/ACTIVITY/ISSUE BEING ASSESSED: | Covid-19 | |
| HEADTEACHER: | Michelle Law | |
| NAME OF ASSESSOR(s): | Michelle Law | |
| DATE OF ASSESSMENT: | April 2020 | Reviewed 4 th November 2020 |
| DATE FOR REVIEW: | July 2020 | |
| APPROVED BY: | Signature: <i>M Law</i> | Risk assessment Date: 6 th December 2020 |
| | Headteacher's name: Michelle Law | |

| SUMMARY (* delete as appropriate) |
|---|
| Risk level without additional controls: HIGH / MEDIUM / LOW * |
| Additional control measures required: YES /NO * |
| Risk level with additional controls: HIGH / MEDIUM / LOW * |

| What are the significant hazards? What could go wrong? Who could be harmed and how? | What's already being done to control risks? | What additional controls are needed? | By who? | By when? | Date completed |
|--|---|---|----------------|-----------------|-----------------------|
| 1. Children and/or staff will transmit or become infected with COVID-19 | <ul style="list-style-type: none"> Staff and children who are in school should stay at home if they are experiencing signs of illness outlined on the NHS website https://www.nhs.uk/conditions/coronavirus-covid19/ Flow chart shared with all teaching staff and displayed in staff room and reg groups Flow chart outlining what to do in event of symptoms in school or at home circulated | Prepare meeting room 2 | ALL ML | 1 Sept | 5 Sept |

| | | | | | |
|------------------------------------|---|--|---------------------------------------|--|--|
| <p>COVID Home School Agreement</p> | <p>to parents and staff and displayed in teams and staff room.</p> <p>Children in school must be isolated in meeting room 2, with an adult outside. They will be sent home through usual school procedures if they are in experiencing the signs and symptoms of Covid 19 as given in NHS website or staff have noticed these signs and symptoms</p> <ul style="list-style-type: none"> • Schools do not have to close a bubble unless someone tests positive. <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <ul style="list-style-type: none"> • Staff in school must follow the government guidelines given on the NHS site • All staff and children experiencing the signs and symptoms on this site to Inform HT immediately and follow the school procedures for sickness absence. • Staff must check the NHS website to look for updates and apply this to their practice if they have any concerns. • Reminders on the signs and symptoms and links to the government and NHS websites will be sent out regularly and when changes have occurred in their guidance. • Parents will be informed of any updates and changes as updated from latest information from the Dfe and NHS | | <p>CN/ML Admin</p> <p>CN/ML Admin</p> | | |
|------------------------------------|---|--|---------------------------------------|--|--|

| | | | | | |
|--|--|--|---------|----------------------|--|
| | <p>regarding the signs and symptoms, and how they need to respond, including if a member of their family is experiencing signs and symptoms.</p> <ul style="list-style-type: none"> • Staff and children can decide whether they wish to wear a face mask whilst in school and will be responsible for supply and management of the mask to ensure it is used appropriately and hygienically. There are training videos showing safe use. <p>Procedures in school:</p> <ul style="list-style-type: none"> • Staff and children enter school through their bubbles external doors. Staff to inform the office if anyone in their bubble that is expected has not arrived by 9am. • Parents should leave their children at the edge of white box outside their learning area. Please do not stop to talk to teachers at the door. All correspondence should be through the office. • Registers will be done on paper. Staff to notify of any absence by 9.15am. Paper copies to be returned to office Friday at 3.30pm. Teachers to record each day how many children in class in case of fire drill on board by fire exit. • Lunches will be recorded using Scopay. Teachers only will touch the board. | | CS/TA's | June 1 st | |
| | | | MH | Sep 2 nd | |
| | | | CS/TA | June 1 st | |

| | | | | | |
|--|---|---|------------------------------------|-------------|--|
| <p>2. Children will transmit infection to the home environment from school</p> | <ul style="list-style-type: none"> • Additional wash stations set up. • When staff and children come into school they will be required to wash their hands regularly, including before and after break and lunchtime. There maybe some times where it is appropriate to use hand sanitiser. • Children will be taught how to wash their hands thoroughly using government guidelines, video links and posters. Posters will be kept around the school to remind them of hand washing. • Used tissues to be placed by the child in a lined and covered bin. • Children taught to cough and sneeze into their elbow and away from the direction of other children and adults. • Anyone entering the school will be asked to wash their hands and the poster giving guidelines on safe ways to do this will be pointed out to them by whoever greets them. • Only essential visitors will be permitted in school and those that do enter should enter via reg group doors where possible and staff will notify the office and ensure it is listed on global calendar. These visitors should wear masks whilst in the building | <p>Posters to be displayed around school and in the toilets</p> <p>Videos to be shown regularly in class</p> <p>Check number of bins in areas used, with lids</p> | <p>Done</p> <p>MH/CS</p> <p>CS</p> | <p>ASAP</p> | |
|--|---|---|------------------------------------|-------------|--|

| | | | | | |
|--|---|--|-----------|---------------|--|
| <p>3. Infection may be transmitted via the physical school environment</p> | <ul style="list-style-type: none"> • No parents unless by prior arrangement will be allowed in the school building and will be asked to stop at a 2m distance from all bubble doorways • Medication and forms will need to be handed to class teachers who will provide a copy for central storage in the office. • All correspondence for the office will be through e.mails or by telephone • Drop off area use for all children. Following the one way system in the car park (not turning in on the roundabout) • A way one-way system will be in operation using only 2 gates which will be open to reduce touch points. Settings will be asked to follow the footsteps and coloured arrows. • There will be a coloured line around the school to mark parent drop off points. • Children will also wash their hands before leaving school at the end of the day. • Children should bring their own named water bottle which needs to be sent home and cleaned each night. Only the child's whose name is on the bottle should handle the bottle, including collecting and filling it in school. | | <p>MH</p> | <p>June 1</p> | |
|--|---|--|-----------|---------------|--|

| | | | | | |
|--|---|--|-------|----------------------|--|
| | <ul style="list-style-type: none"> • No use of water fountains • Children bring in a snack to be kept on their table • Used tissues to be placed by the child in a lined and covered bin • The school cleaned by the cleaners, and objects and surfaces to be frequently wiped in bubbles throughout the day. • Any staff using communal areas with children should ensure they are cleaned before and after use ie. Tables/ chairs/ touchpoints/ resources • Do not bring any additional items from home into the school environment unless these are necessary for learning (coats, medication, glasses, lunchboxes & waterbottles), spare trainers/ wellies and book bags when required. • Lockers and coatpegs may be used but should be closely supervised at the start and end of day and wiped down regularly • Children to have their own equipment provided in a zipped plastic, named wallet These need to be wiped at the end of each day and will be provided by the school | Purchase more bins | MH | Sept 20 | |
| | | set up additional cleaning kits for each teaching area | MH | Sept 20 | |
| | | Additional wallets and stationery to be ordered and collated | TL/CS | Sept 20 | |
| | | Communicate with appropriate staff | ML/VN | July 20 | |
| | | | CS | June 1 st | |
| | | | | | |

| | | | | | |
|--|--|---|--|--|--|
| | <ul style="list-style-type: none"> • Classes will be in bubbles the size of their reg group for learning. • Lunch bubbles will be extended to whole team in YT and 2 bubbles in each of OT and MT for hall sitting and outside play. • Whilst eating they will sit on tables with same reg group bubble but will be allowed to play together outside at lunchtimes. • Same lunch playworker with each bubble • Same children, same area, same teachers, same lunchtime playworker and PPA cover in most cases. For SEN provision some exceptions may need to be made and discussed in advance with relevant staff • Children should work/play outside as often as this is possible • All areas should be kept well ventilated. Windows should be kept at least ajar for air flow and doors where possible can be kept open if room temperature 18 degrees or above. If temperatures drop doors should be opened for 'blasts' of air when children are at lunch/ break to ensure good airflow • Thermometers are in each room to monitor temperature levels | <p>Tables will be separated in main and small hall</p> <p>Show Lunch supervisors new set up</p> <p>Teachers to set up wet play equipment box suitable for sharing and wiping down</p> | <p>MH</p> <p>MH/ML</p> <p>Class teachers</p> | <p>Sept 20</p> <p>Dec 20</p> <p>Sept 2</p> | |
|--|--|---|--|--|--|

| | | | | | |
|--|---|---|--|---|--|
| | <ul style="list-style-type: none"> • Ventilation units should be open • If not outside, children will be seated 2 per desk in groups (YT) or L shape (MT/OT) or in rows facing forward and encouraged not to face one another when talking. They will not use the carpet area in MT & OT. FS & YT will have allocated carpet space (mats in areas) for some inputs to maximise learning. • Children will eat lunch in either the large or small hall. Lunchbreaks will be staggered over 1 hour duration with 30 mins play and 30 mins eating time for each bubble. Tables will be cleaned in between bubbles. Only 6 children per table from the same reg group bubble. • All except FS will collect food table by table from serving hatch/ counter and will wait for bubble to finish eating before moving to outside play • All children remain seated at their tables until all their table have finished eating to reduce movement and mixing of bubbles inside. • A one-way system in place in small hall to ensure no unnecessary crossing of children and keep flow of traffic moving • Staff using staffroom will be limited to no | <p>Set up additional first aid stations</p> <p>Training for lunch time staff</p> <p>ML/VN to oversee</p> <p>Children to be reminded of rules re handwashing, staying at tables and movement around the hall in assembly</p> | <p>CS/MH</p> <p>CS/ML</p> <p>ML/Team Leaders</p> | <p>Dec 20</p> <p>Dec 20</p> <p>Dec 20</p> | |
|--|---|---|--|---|--|

| | | | | | |
|--|---|--|---------------------|-----------------------------|--|
| | <p>more than 10 adults in main staffroom. Max of 6 in communal seating area and 4 at tables. The overflow staff room can be used if necessary/ preferred by a maximum of 4 people at any one time.</p> <ul style="list-style-type: none"> • Children can use large play equipment but not individual equipment (balls, etc) • Playtimes will be staggered in specified areas of the school playground.on a rota basis(See timings doc.) • If wet playtime, children will follow the one-way system inside the school. This should be the only time that they enter the middle of the school. Any wet play equipment games etc should be wiped down after use. • Wet play lunch play will take place in own bubbles there will be no mixing on wet play days • A single adult does not need to follow the on-way system in school. • Unlike our normal practice, children will remain in one team area only whilst inside school. There will be no movement within the school unless supervised by an adult. • Children should use designated toilets within their teams – (see timetable) and these should be supervised and cleaned | <p>Playworkers to teach children new social distanced games</p> <p>Lunch playworkers aware</p> <p>MH remove tape and set up log for cleaning</p> | <p>MH</p> <p>ML</p> | <p>Dec 20</p> <p>Dec 20</p> | |
|--|---|--|---------------------|-----------------------------|--|

| | | | | | |
|--|---|--|--|--|--|
| | <p>regularly.</p> <ul style="list-style-type: none"> • Children will be consistently encouraged to observe social distancing with adults and children outside their reg group inside the school especially. • Designated routes thorough school to prevent groups crossing/ coming into contact- these will be marked by arrows and footprints • Adults should wear gloves when performing any medical or intimate care routines with children. Face masks, visors and aprons will also be available for these tasks. As per intimate care policy. • ASC will resume from 3rd November. A separate risk assessment is in place for this. There will be no EDO or extra-curricular clubs (including music) for the remainder of the Autumn term at least. • PPA cover will be covered by either a member of the bubble or the same supply cover will be used. • No PE kit will be brought into school. On PE days children will wear appropriate clothes and shoes. • PE will be outside for Autumn term in line with PE risk assessment. | | | | |
|--|---|--|--|--|--|

| | | | | | |
|--|--|--|--|--|--|
| | <ul style="list-style-type: none"> • Any shared curriculum resources should be cleaned or left for 48hours before use by another group (plastic 72hours) • Reading books can be sent home but should be set aside in a designated box when changed and/ or wiped down before returning to central area. • Library use can resume but children should wash their hands before and after selecting books and should be closely supervised in small groups by an adult from their bubble. • Outdoor play equipment such as climbing frames may be used only for timetabled sessions | | | | |
|--|--|--|--|--|--|

| REVIEWS AND REVISIONS | | | | | |
|------------------------------|-------------------------|-----------------------------------|---|--------------------------------|----------------------------|
| Review date | Name of Assessor | Is assessment still valid? | If not, list adjustments with details of who will action and by when | Approved by Headteacher | Date of next review |
| April 20 | C.Norris | Yes | To be reviewed with staff and governors | YES | May 20 |
| June 20 | C Norris | Yes | To be reviewed with staff | YES | July 20 |
| July 20 | M Law | Yes | To be reviewed with staff and Governors | YES | August 20 |
| Sept 20 | M Law V Neale | Yes | To be reviewed with staff and Governors | YES | Nov 20 |
| Nov 20 | M Law | Yes | To be reviewed by staff and governors | YES | Jan 20 |

| | | | | | |
|--------|------------------|-----|---------------------------------------|-----|--------|
| | V Neale | | | | |
| Dec 20 | M Law V Neale | Yes | To be reviewed by staff and governors | YES | Jan 20 |