

**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 Original ASSESSMENT:	April 2020 Reviewed 4 th January 2021
DATE FOR REVIEW:	January 2021
APPROVED BY:	Signature: <i>M Law</i> Risk assessment Date: 4 th January 2021
	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"> • Only children of critical keyworker and vulnerable children should attend school • 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 	<p>Organised in year group bubbles of no more than 18 children</p> <p>Children will sit socially distanced on separate desks</p>	<p>TL's</p> <p>Reg teachers/ team leaders</p>	<p>4/1</p> <p>4/1</p>	

	<ul style="list-style-type: none"> • Flow chart outlining what to do in event of symptoms in school or at home circulated to parents and staff and displayed in teams and staff room. <p>Children in school displaying symptoms must be isolated in meeting room 2, with an adult outside. They will be sent home through usual school procedures if they are 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. 		ML Admin		
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	<ul style="list-style-type: none"> • Parents will be informed of any updates and changes as updated from latest information from the Dfe and NHS regarding the signs and symptoms, and how they need to respond, including if a member of their family is experiencing signs and symptoms. • Staff and children can decide whether they wish to wear a face mask whilst in their own teaching area 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 9.15am. • 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. 	<p>Masks must be worn at pick up and drop off and when in any communal areas of the school ie staffroom/ corridor</p> <p>Staff should only be in own teaching areas and not visit other areas of the school</p>	<p>Admin</p> <p>All staff</p> <p>MH</p> <p>CS/TA</p>	<p>4/1</p> <p>Jan 21</p> <p>Sep 2nd</p> <p>June 1st</p>	
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<p>2. Children will transmit infection to the home environment from school</p>	<ul style="list-style-type: none"> • Lunches will be recorded using Scopay. Teachers only will touch the board. • 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 	<p>Posters to be displayed around school and in the toilets</p> <p>Videos to be shown regularly in class</p>	<p>Done</p> <p>MH/CS</p> <p>CS</p>		
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<p>3. Infection may be transmitted via the physical school environment</p>	<p>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> <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 	<p>Parents to wear masks whilst on school grounds</p> <p>Encourage use of drop off/pick up facility to minimise footfall on site</p>	<p>MH</p>	<p>Jan 4th</p> <p>Jan 4th</p> <p>Sept 20</p>	
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	<p>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> <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 or by staff 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 	<p>Ensure enough cleaning kits for each teaching area</p> <p>Teachers to wipe table area in staffroom after use</p> <p>Make sure packs</p>	<p>MH</p> <p>MH</p> <p>TL/CS</p> <p>ML/VN</p>	<p>Sept 20</p> <p>Sept 20</p> <p>July 20</p>	
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	<p>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</p> <ul style="list-style-type: none"> • Classes will be in year group bubbles of no more than 18 for learning. • Lunch bubbles will be in year group bubbles in main hall. The children will sit in separate groups and be supervised by 2 lunch playworkers • They will play outside in separate areas for each of year group bubbles • Same lunch playworkers 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 	<p>as given to children from reg areas</p> <p>Communicate with appropriate staff</p> <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</p>	<p>CT</p> <p>VN/CS</p> <p>MH/ML</p> <p>Class teachers</p>	<p>Jan 4th</p> <p>Jan21</p> <p>Sept 2</p>	
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	<p>are at lunch/ break to ensure good airflow</p> <ul style="list-style-type: none"> • Thermometers are in each room to monitor temperature levels • Ventilation units should be open • Children will be seated at separate desks socially distanced from each other • Children will eat lunch in large 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. • Adults will collect food from serving hatch and clear plates/ 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. • Staff using staffroom will be limited to no more than 8 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>suitable for sharing and wiping down</p> <p>Teachers to arrange furniture</p> <p>Make sure all lunch staff are aware and follow procedures</p> <p>Update signage outside staff room</p> <p>Masks to be worn when not eating/ drinking</p>	<p>VN/CS</p> <p>CS/ML</p> <p>ML/Team Leaders</p> <p>CS</p>	<p>Jan 21</p> <p>Jan 21</p>	
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	<ul style="list-style-type: none"> • Children can use large play equipment but not individual equipment (balls, etc) but must ensure hands are washed after use • Playtimes will be staggered in specified areas of the school playground. Teachers to only use an area if no other group are there • 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 • A single adult does not need to follow the one-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 regularly. • Children will be consistently encouraged to observe social distancing with adults and 	<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>Masks to be worn by staff in corridors and communal areas</p> <p>Playworkers to teach children new social distanced games</p>	<p>MH</p> <p>ML</p>	<p>Dec 20</p> <p>Jan 21</p>	
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	<p>children outside their reg group inside the school especially.</p> <ul style="list-style-type: none"> • Designated routes through 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 and EDO will be available for critical keyworker families that book this facility a separate risk assessment is in place for this. There will be no extra-curricular clubs (including music) for the remainder of the Spring term at least. • PPA time should be taken at a time agreed with team leaders when not required to be working in school. • No PE kit will be brought into school. On PE days children will wear appropriate clothes and shoes. • PE will be outside for Spring term in line with PE risk assessment. • Any shared curriculum resources should be cleaned or left for 48hours before use by 	<p>Lunch playworkers aware</p>			
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<p>4. Fire procedures are not appropriate to cover new arrangements / Injury if there is a fire to Staff / children</p>	<p>another group (plastic 72hours)</p> <ul style="list-style-type: none"> • Reading books should not be sent home online reading resources should be promoted to parents. • Library use can continue 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 • Individual equipment such as maths equipment or lego may be used providing that it is washed or quarantined after use by the teacher / staff responsible for it <p>Fire procedures have been reviewed and revised where required due to:</p> <ul style="list-style-type: none"> • Reduced numbers of staff and pupils • Different groups of children in different areas of the school • Social distancing rules during evacuation <p>Communicate procedures to staff including fire wardens. Record no. of children in each bubble each day on whiteboard and register Staff trained in how to use fire system if alarm sounds</p>				
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	Rehearse fire procedure with pupils – pupils are in their usual reg group spaces.				
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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 V Neale	Yes	To be reviewed by staff and governors	YES	Jan 20
Dec 20	M Law V Neale	Yes	To be reviewed by staff and governors	YES	Jan 20
Jan 21	M Law V Neale	Yes	To be reviewed by staff and governors	Yes	Feb 21