

**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 : 4 th November 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>		
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<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 	<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>	
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<p>3. Infection may be transmitted via the physical school environment</p>	<p>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 and cleaned each night. Only the child's whose name is on the bottle should 		<p>MH</p>	<p>June 1</p>	
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<p>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 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 & water bottles), spare trainers/ wellies and book bags when required. • Lockers and coat pegs 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 should only be handled by 	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		
				June 1 st	

	<p>main child.</p> <ul style="list-style-type: none"> • Classes will be in bubbles the size of their reg group • 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 • 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 	<p>Split main hall into 2 areas with tables separated</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>CS</p> <p>MH</p> <p>MH/ML</p> <p>Class teachers</p>	<p>Sept 20</p> <p>Sept 20</p> <p>Sept 2</p>	
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	<p>learning.</p> <ul style="list-style-type: none"> • Children will eat lunch in either the large or small hall or classrooms (OT). Lunchbreaks will be staggered and reduced to 45 minutes. No more than 2 bubbles to use the large hall or an outside area at any one time. Tables will be cleaned in between bubbles. Only 6 per table. Adults serve meals. MT and OT children can clear their trays. All children remain seated at their tables until all their table have finished eating to reduce movement. • Staff using staffroom will be limited to no 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. • 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. • A single adult does not need to follow the on-way system in school. 	<p>Set up additional first aid stations</p> <p>Notify parents and Stanlake arrange staff and set up timetable</p> <p>notify parents</p>	<p>CS/MH</p> <p>CS/ML</p> <p>ML/Team Leaders</p>		
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	<p>cover will be used.</p> <ul style="list-style-type: none"> • 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. • 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 				
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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 21