

WHITEHILLS PRIMARY SCHOOL HEALTH & SAFETY

March 2021 COVID RE-OPENING Risk Assessment – ALL YEAR GROUPS

Location / Site	Insert location and site where activity taking place
WHITEHILLS PRIMARY SCHOOL	
Activity / Procedure	Insert name/type of activity or procedure being assessed
Limit spread of infection	
Assessment date	Insert date when assessment is being carried out
24.2.21	
Assessment serial number	Insert local serial/identification number for future reference

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

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Direct transmission of the virus in the classroom	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Ventilate rooms, corridors all day 2. Remove excess furniture to increase space allowing adults to be 2 metres apart – 3. Front facing tables set up – minimal clutter allowing efficient cleaning in Years 3-6 where possible 4. Refresh our school values and new way of working in school. (Include instructions how to line up, use of toilet, moving around the classroom and school) Modelled many times a day and linked to school behaviour system – lots of recognition of adherence to policy 5. Lessons planned for individual work or paired work (not group work in first instance Years 3-6) 6. Where possible staff to be at front or side or back of room to maintain 2 metres distance – Children can move seats either at the front or back to work with designated adult where necessary to support lessons 7. Where possible, conversation in the classroom from adult height. In some instances, adults will need to work at the same height as children eg reading, 1:1 support etc but this should be for a minimum amount of time to reduce risk. PPE recommended. Where possible 1:1 support could be outside. 8. If close feedback or communication needed – side to side not facing child 9. Removal of soft toys, furnishings to limit transmission. 10. Because of the staggered entries supervised by teachers – children can hang up coats, bags etc, staff to oversee this does not get busy / overcrowded in the corridors in Years 1,2,5 and 6 and in the classrooms of Years 3,4 and EYFS 11. Playtimes – in year group (2 year groups can have play area each but year group children and staff must not mix – 2 metre distance at minimum for staff) 12. When moving around – this will be minimised, as all children will have their own set of equipment. (Years 3-6) – Children move in small groups and managed by teacher. 13. Water bottle on desks or under desk to remove need of children moving around classrooms 14. Ensure fire doors are closed in the event of an emergency & at the end of a day 15. No singing to take place in classrooms or indoor spaces to limit transmission 16. Children do not need to be socially distanced within their bubbles but should not be facing each other when lining up etc and group work should be limited. 17. PE outside and indoors – own year group resources used. 18. BUBBLES: Children - Majority of the school day will be in class / year group bubbles and break time and lunchtime – year group bubbles (60) Staff – majority of the school day will be in class bubbles year group bubbles. (Exceptions – Cover supervisors who will cover across school – phase bubbles for PPA and cover if necessary, NTFC, Music teachers. SLT) 	

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<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Direct transmission of the virus on entry and exit to school	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Staggered start alphabetically (A-L first then M-Z) 2 x 10 mins intervals 2. Different gate entry points to minimise foot traffic and a one-way system on the Link Road entry gate opposite Tesco's and exit by the top gate on Link Road 3. Adults to wear masks on site 4. Parents can drop children at classroom door but must leave straight away through their designated gate 5. Identified vulnerable children identified and allocated staff member to support / oversee child into school to prevent running off 6. Instructions shared re social distancing between families in the morning with parents and children 7. Signage for parents and children displayed outside the classroom 8. SLT to be on duty to supervise 9. Children to wash hands on arrival 10. No unnecessary visitors to school 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Transmission of the virus during playtimes and lunchtimes	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Staggered playtimes / lunchtimes 2. Before and after any breaks hands need to be washed / sanitised 3. Rota for playtime equipment in the school diary each week and only one bubble use the equipment for the week. 4. Staff supervision throughout 5. Year groups not to mix 6. Allocated space for each bubble 7. Staff to stay socially distanced from each other 2 metres in staff rooms and communal areas at breaks and during PPA 8. Staff meetings to be via Zoom 9. All staff toilets can be used but only one person at a sink – staff to remain socially distanced where possible from each other 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Transmission of the virus lunchtime	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Children eat in their classrooms with the exception of EYFS and Year 1. 	

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2. Year 1 will eat in the hall after EYFS from 12:20 to allow tables to be sanitised prior to entering the hall.
3. Each bubble has own lunchtime supervisor
4. Hot dinners for Years 2-6 will be collected from the designated collection point.
5. Lunchtime supervisors will be equipped with first aid pack to limit children being brought I side.
6. Lunchtime supervisors have phones and contact numbers for first aider so they can call first aider to collect child if it is an emergency
7. Children to sit on bench outside First Aid Room as only one child to be treated in the room at any one time. Children will sit socially distanced if not in same year group bubble. ONLY child with injury to be in the first aid room.

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Direct transmission in the corridors	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Children staying in their classroom and accessing outside from classroom door where possible 2. Children will not move around the corridors unsupervised eg to take register / do jobs 3. Movement in corridors minimal only to access other areas of the school keeping to the LEFT (children do not need to be distanced but will need to be supervised) 4. Tokens will be collected in class and adult to put them in the columns 5. Messages to office via phones / emails 6. When moving bubbles around the school – 2 metre between different bubbles – one adult at back insisting the distance is maintained – regular practice this in the first few days – Staff keeping at least two metre away from children 7. In corridors which allow due to space, tables and chairs can be set up to allow 1:1 due to limit space elsewhere – on ONE side to allow space for passing. Regular monitoring to ensure clear walk way and not a trip hazard 8. Corridors in Year 5 and 6 corridors will be taped and clear signage for Year 5 and 6 on designated side. 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Indirect transmission of shared resources	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Children have own stationary packs from years 2 – 6 2. Tubs of resources for pairs / small groups if needed – maths cubes etc – then cleaned 3. Resources numbered to correspond with numbered tables so the same pair use the same equipment 4. Tables, door handles and other surfaces cleaned every night 5. Lessons planned so resources are paired and not group in Years 3-6 6. Children allocated a white board and have within the folder stationary pack 7. Where possible, resources on tables ready for lesson and not distributed within the lesson 	

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8. Reduce the amount of paper, copies or resources that need to be given out where possible
9. When given our resources either wash hands or wear gloves
10. Children encouraged to wash hands / use hand gel before lessons and after each lesson
11. Outdoor playground equipment allocated to year group children and cleaned each day at the end of the day
12. Resources left on front tables for cleaning – if shared within the day
13. **All surfaces** left clear at end of the day: the sink, desks, teacher's desks to aid cleaning and before and after lunch
14. Staff supporting children to cut up food use one set of cutlery
15. PPE (gloves and masks) for serving food and supporting eating with EYFS and Year 1
16. Adults to have own set of knife and fork to assist cutting food and not to use child's

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Emotional distress of the children / staff	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Teachers and LSAs to support children who may display distress – comforting children is permitted but side by side not face to face and for a short period of time (approx. 5 mins) and washing hands afterwards 2. J Currell to support where needed 3. Wellbeing survey completed by all children years 1-6 and concerns identified 4. PHSE/ wellbeing curriculum to be delivered for first two weeks to support children's well-being – slowly increasing the cognitive load / work capacity 5. Regular check in with staff to ensure wellbeing is not compromised – concerns shared with SLT 6. Worker of the week assemblies held via Zoom 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Seek expert guidance from special schools re support for children with behaviour difficulties – that might need restraint and display aggressive behaviour. Leading to individual risk assessments 2. Masks purchased – instructions form PHE re cleaning – so issued to individuals 3. Extra disposable aprons purchased 4. Extra gloves purchased 5. Some visors purchased 6. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk 7. Staff to wear masks/ visor when reading to children for more than 10 mins 1:1 8. Personal care – PPE (mask, face shield, gloves and apron) 9. When reading with children or working with children 1:1 it must be side to side and for a 	

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limited time 15 mins max if socially distancing cannot be managed. Staff should wear PPE either a mask or face screen/visor.

10. Administering first aid to be carried out side-to-side, using verbal instructions if possible. Gloves to be worn at all times and face shield and mask. Gloves should be changed regularly – particularly when moving between different parts of the school.
11. If child has temperature or new and continuous cough or loss in smell or taste – child taken to COVID First Aid Room (staff to keep 2 metre distance when escorting them or wear PPE) Staff to put on PPE and take temperature. If child has temperature or new cough then inform office and parents will be contacted. Staff in PPE to stay with child until parent arrives. Siblings also sent home. Parent told to get test and keep children off school until test has been returned. Member of SLT to make decision re children returning to school. Member of staff who was with child – removes PPE in First Aid room and place in yellow bins, wash hands and use hand gel. (Staff can return to work after this situation)

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Hand gel dispenser inside of all classrooms 2. Hand gel ordered in large quantities 3. Soap dispensers and re-fills in each classroom if empty call site supervisor by dialling 7000 4. On entry to school children, staff and any visitors, hands must be sanitised / washed immediately after entry 5. Children hand wash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze 6. Washing hands posters replaced in all washing areas 7. Reminders how to wash hands properly – videos and posters 8. Procedure agreed for children to wash hands so thorough hand washing – soap walk to back of line, rubbing hands and then rinse off when back to the front of the line, where possible 9. Timetables will enable all children to wash hands before and after lunch, after break if not possible hand gel used. 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Risk of infection due to lack of cleaning resulting in indirect transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. All surfaces, handles, toilets and shared equipment will be cleaned each day 2. PPE will be worn by all cleaning staff 3. Library to be used with sanitising station set up outside – children to wash hands before and after selecting books 4. Soft furnishings and soft / cloth toys will be removed from use in classrooms 5. Toilets cleaned throughout the day 6. Anti-bac spray in each classroom to be used before and after lunch 	

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| <ol style="list-style-type: none"> 7. Displays to be designed to engage children but not encourage touching – so decoration above the children’s heads and class doors to be left clear. 8. Staff to sanitize pre and post using classroom computers, laptops, ipads, telephone 9. IT suite, each bubble to sanitize prior to entry and after leaving 10. PE – all bubbles have own equipment to reduce contamination 11. All large apparatus must be wiped down after use |
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<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. 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. 2. Agree staff are allowed to wear PPE when in school if they wish 3. Issuing of all relevant risk assessments to staff concerning re-turning to work – and allow them to comment and contribute 	

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Risk of illness of vulnerable children and family members through direct and indirect transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
Children who are extremely clinically vulnerable or are living with anyone who is extremely clinically vulnerable if have concerns to have discussion with HT and individual risk assessment completed if necessary.	

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<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

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OVERALL level of risk	Consider level of risk following use of control measures HIGHLIGHT the appropriate assessment of risk	
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NOT REDUCED THE OVERALL RISK	REDUCED THE OVERALL RISK TO SOME DEGREE	CONSIDERABLY REDUCED THE RISK
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Assessor's comments	Amendments recommended 24.2.21
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HT amended the RA and has re-shared with all staff and updated on website 29.9.2020

Name of assessor	Signature of assessor	Date
Mark Greening (LA)		24.2.21

Manager's comments	Insert comments relevant to assessment as appropriate
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This document has been shared with school nursing team, NMPAT, Amey and Kingswood (catering staff) prior to opening.