

Schools Risk Assessment

| School | Purley Primary School | | | | | |
|---|---|--|--|--------------------------------|--------------------------|------|
| Job, Activity or Task | Covid 19 protective measures in primary schools and early years settings All pupils, all year groups, full time | | | | | |
| List the Hazard | Control measures | | | Action by whom | When | Risk |
| <p>A suspected case of Covid 19</p> <p>If a person displays symptoms - A high temperature or a persistent cough, changes in sense of taste or smell they should:</p> | <p>What to do if someone develops symptoms of coronavirus (COVID-19) whilst at an educational setting https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#what-to-do-if-someone-develops-symptoms-of-coronavirus-covid-19-while-at-an-educational-setting</p> <ul style="list-style-type: none"> • Notify the Headteacher immediately. • Use non contact thermometer if needed. • Contact parent to collect child • Avoid touching anything. • Move to outside the office by front door will be the isolation area that pupils can be isolated in if they show symptoms. • Be collected immediately • If a staff member needs to stay with them then they must remain 2m away. Keep appropriate PPE in there for this use only. Visors, masks, gloves and aprons • If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. • Areas occupied and equipment used by the affected person must be thoroughly cleaned and disinfected. • Contact LA for advise <p>• Understand the test and trace system https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</p> <p>Testing Anyone sent home must be tested</p> <ul style="list-style-type: none"> • Sent to test – no-one else goes home • Test negative – person comes back to school • Test positive – follow stay at home advice – school contacts local health protection team, they risk assess who has been in close contact and say who needs to be sent home to self-isolate for 14 days (close contacts within 1m, 1-2m for more than 15 mins, travelled in small vehicle with infected person) • As now, someone sent home to isolate because of contact, doesn't mean rest of house need to isolate • If more than two cases, health team contacted and will advise <p>If a child test positive https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak</p> | | | <p>KF/SSt</p> <p>All staff</p> | <p>First day of term</p> | |

Schools Risk Assessment

| | | | | |
|---------------------------------------|---|---|---------------------------|--|
| <p>Spread of virus</p> <p>Hygiene</p> | <ul style="list-style-type: none"> • minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school • clean hands thoroughly more often than usual – <i>(as now, start and end of all activities Use sanitisers and soap and water to cut down queuing)</i> • ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach • enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach – expect increased frequency A combined detergent disinfectant solution or chlorine-based cleaner is to be used. Every class is cleaned by the class staff a twice a day- Headteacher cleans the staffroom and office staff clean the reception at around lunchtime. • No face covering to be used routinely, but staff wishing to do so may wear a mask and a visor. If wearing a visor a mask also needs to be worn. • Masks may be worn if needed e.g. if visitors are at the school. Mask to be worn during pick up and drop off times while accepting pupils into school. • where necessary, (dealing with a suspected case or supporting a child with injuries or toilet accidents) wear appropriate personal protective equipment (PPE) • Bin liners to be used in all bins and regularly disposed. • Hand towels and hand wash are to be regularly checked and replaced • Secure storage of cleaning materials • 60% alcohol hand sanitiser is extremely flammable. Be very careful of how it is stored, leaving it in sunlight will heat it up and increase the risk of ignition • When used, hand sanitiser should be allowed to dry or evaporate before touching your face, nose or eyes or other surfaces. • Tables and chairs to be cleaned before between and after use • Teachers are responsible for the ongoing cleaning for their own class within the school day. • Office staff to regularly wipe down office, reception and photocopier • Headteacher to regularly wipe down staff room. • COSHH sheets are provided alongside the spray cleaners and staff have been instructed in their safe storage. • Note: it is preferable to use soap and water before resorting to hand sanitiser • Use of hand sanitiser by pupils must be supervised | <p>All staff</p> <p>EH</p> <p>Classroom staff</p> <p>KB</p> | <p>1/9/20 and ongoing</p> | |
| <p>First aid provision</p> | <ul style="list-style-type: none"> • It is accepted that social distancing cannot be maintained during the delivery of first aid Physical contact should be kept to a minimum, and those administering first aid should wear normal PPE appropriate to the circumstances. • Wash hands and ensure the affected area is cleaned upon completion | <p>S St/JP</p> | <p>ongoing</p> | |

Schools Risk Assessment

| | | | | |
|--|--|---|---|---|
| <p>Spread of the virus Social Distancing</p> | <ul style="list-style-type: none"> • Contact between classes will be minimised as much as possible. Avoid face to face contact. • Children will have zones at playtimes lunchtimes • There will be staggered starts and end of the day. • When staff or children cross classroom bubbles, hands will be washed and surfaces cleaned. • Children will cross bubbles for wrap around care, peripatetic music lessons • Collective worship will take place in classrooms • Maintain social distancing wherever possible • Front facing desks in classes. Staff to arrange on last day of term when a limited number of KW children will be in school (July 17th) • Woodpecker class with access through the back of the school and their own toilets • Owl access from the playground and downstairs girls toilets • Badger class will access from the front of the school and use the disabled toilet- • Hedgehog class. Access to EYFS garden and canopy. Boys toilets • Children to access toilets one at a time- • Aim to not touch others • It is not possible to have the same segregation in EYFS • keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care-(see Maestros risk assessment) • Minimise movement around the school site. Bannister to be wiped following maths groups | <p>KF All staff Relevant staff RB</p> | | |
| <p>Staff social distancing</p> | <ul style="list-style-type: none"> • Classes in will taught by their class teacher apart from PPA time and maths setting. • No physical contact where possible. Maintain social distance wherever possible 2 metres from children and other adults • No close contact activities • Only one member of staff in the staff kitchen at a time. • Staff will use the upstairs staff toilet • Staff to put own dishes in the dishwasher • Avoid face to face contact • Office staff – Finance officer to work in staffroom or form home • No additional staff members in the school office. • All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Avoiding crossing bubbles wherever possible. • | <p>All staff PPA RB</p> | | <ul style="list-style-type: none"> • |
| <p>Out of hours Wrap around care</p> | <ul style="list-style-type: none"> • All measures used in other areas of the school to be maintained as much as possible during breakfast and after school club. • Distance to be maintained, especially during eating • Entry and egress through main playground doors, doorbell to be used. Any parent on premises should wear a facemask. Parents do not enter the building. | <p>Nutkin and Breakfast staff</p> | <ul style="list-style-type: none"> • | <ul style="list-style-type: none"> • |

Schools Risk Assessment

| | | | | |
|---|--|--|--|--|
| Clubs | <ul style="list-style-type: none"> Numbers to be monitored and KS1 and 2 children to be kept separate as much as possible. Outdoor playground – used on a rota Any clubs that resume will be kept in a classroom bubble. | | | |
| Access to and egress from site | <ul style="list-style-type: none"> Access to the school will need to be by appointment only, normally authorised by the teacher or the next in command in the absence authorised by the headteacher Staff and pupils and visitors should wash their hands on arrival. If this is not possible then appropriate hand sanitiser should be used. Parents will use a one way “kiss and drop” arrival at school and the reverse on collection Children will enter through the front gate and exit through the back gate Parents are requested not to pass on messages during drop and kiss but to e mail or telephone the school. Woodpecker class parents are not to enter the school site. Owl class parents to enter the site only on collection and if absolutely necessary. <p>Entry KS2 normal school day 8:50-3:15 Year 2 9:00 Year 1 9:05 FS 9:15</p> <p>Collection FS 3:00 Year 1 3:05 Year 2 3:10 KS2 3:15</p> <ul style="list-style-type: none"> If staff or pupils have chosen to wear a face covering on the way to school this must be removed on entry to school and either disposed of or placed in a plastic bag to be taken home for washing. Parents to be reminded to socially distance. Egress through Lister close- cut back of vegetation to ensure better visibility Erect temporary speed warning signsaw | <p>KF / S St</p> <p>All staff</p> <p>WBC</p> | <p>a.s.a.p</p> | <ul style="list-style-type: none"> |
| <ul style="list-style-type: none"> Classroom usage | <ul style="list-style-type: none"> Cohorts not mix with each other during teaching time, breaks or outdoor activities. All persons are to wash their hands on entering classrooms. Classrooms to be kept very well ventilated Display PHE handwashing posters around school Wash hands if face is touched. All hand contact surfaces to be cleaned throughout the day. Ensure all equipment used is cleaned daily | Classroom staff | <ul style="list-style-type: none"> | <ul style="list-style-type: none"> |

Schools Risk Assessment

| | | | | |
|---|--|-------------------------------|--|--|
| | <ul style="list-style-type: none"> Y1-6 to bring in their own pencil cases, transparent and easy to wipe Children bring in own water bottles and refill their own if needed. Taps to be cleaned regularly. Teachers can take books and resources home Normal school uniform to be worn, does not need to be cleaned any more than normal. Make an assessment of items in each classrooms and remove items that cannot be easily cleaned if needed. | | | |
| <ul style="list-style-type: none"> Use of outdoor areas and play equipment | <ul style="list-style-type: none"> Encourage use of outdoor areas where possible. KS1 Use front of school KS2 staggered breaks arranged between the two teachers Outdoor play equipment must be cleaned between groups, reserved for one classroom use only or quarantined for 48 hrs – 72 if plastic Encourage playground games that do not involve touching | Teachers | <ul style="list-style-type: none"> | <ul style="list-style-type: none"> |
| <p>School meals Where catering is provided on site, it should provide pre-prepared and wrapped food.</p> | <ul style="list-style-type: none"> Liaise with "The Pantry" regarding to proposals for meals Hand cleaning facilities or hand sanitiser should be made available before entering any room where people eat and should be used again by all persons when leaving the area. Payments should be taken by contactless methods wherever possible. All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up. All areas used for eating must be thoroughly cleaned before and after use including chairs, door handles. Negotiate with The Pantry to provide packed lunch that can be eaten in the classrooms or outside. If bringing packed lunches from home, parents to provide any cutlery needed and provide food in disposable containers. Lunch boxes to be taken home daily for sanitising- inform parents Free and universal meals provided as usual <p>Work with the Pantry to prepare meals or food parcels for pupils who are eligible for benefits-related free school meals and who are not in attendance because they:</p> <ul style="list-style-type: none"> are self-isolating have had symptoms or a positive test result themselves are a close contact of someone who has coronavirus (COVID-19) https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools are not attending as a result of local lockdown arrangements | KF/EH Lunchtime assistants | Sept and ongoing | |
| <p>Fire</p> | <ul style="list-style-type: none"> Review fire evacuation procedures Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Class drills.(headteacher) In the event of an unplanned evacuation, fire safety must take priority over social distancing. Communicate to all staff. | KF EH | Sept 1 st ongoing | |
| <p>Visitors to site -</p> | <ul style="list-style-type: none"> Engage with their local immunisation providers to provide immunisation programmes on site, ensuring these will be delivered in keeping with the school's control measures. | Office staff | Sept 1st | |

Schools Risk Assessment

| | | | | |
|---|--|--------|-------------------|--|
| Deliveries and waste collection | <ul style="list-style-type: none"> • All interactions with parents by phone or email only • All visits to site are by appointment only • All visitors to be made aware of site rules • Only visitors carrying out essential maintenance deemed necessary • Hygiene signs for visitors in reception- • Discuss the school precautions and added expectations of contractors with them prior to their arrival onsite. • Staff and contractors are to maintain a safe distance between themselves and others (2 metres). • Strict hygiene rules to be implemented, all contractors are to be asked to do the following: <ul style="list-style-type: none"> • Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. • Site inductions are to be carried out following social distancing principles (2m separation). • The contractor is to notify the office staff of all areas visited, in order that these can then be thoroughly cleaned. • If practicable drivers should wash or clean their hands before unloading goods and materials. • Do not approach delivery staff, allow packages to be left in a safe place. • Hands are to be thoroughly washed after handling all deliveries or waste materials. • Waste bags and containers - to be kept closed. • If possible, waste collections to be made when the minimum number of persons are on site (i.e. after | | | |
| Welfare Safeguarding Well being support | <ul style="list-style-type: none"> • Remind staff of the need to be vigilant regarding safeguarding and that a distressed child can manifest his/her concerns in many ways • Update and share the welfare action plan • Offer mental health support to staff and pupils. • Review pupils who may be at more risk (asthma, BAME) • Write recovery Curriculum plan | KF | INSET day Sept | |
| Supporting staff who may be clinically extremely vulnerable or in other categories | <ul style="list-style-type: none"> • Review of medical status for staff, including sight of shielding letters • Complete RA for individual members of staff who might need to shield.. • Reorganisation of work schedules to allow members of staff to work from home if necessary • Scientifically acknowledged greater risk to BAME members of staff to be considered for the allocation of staff to any rota. • Regular updates to this medical information. • Staff working from home should be asked to complete a DSE self-assessment. | KF | 1/9/20 | |
| Weather | <ul style="list-style-type: none"> • All persons to dress appropriately for the weather. • Parents advised that school will not be able to apply sun crème and spare clothing/hats will not be available. • Parents advised that PE will be outdoors and to provide suitable clothing • | KF | 1/9/20 ongoing | |
| Lack of awareness | <ul style="list-style-type: none"> • Posters will be displayed in the welfare areas and in suitable places around site. • Use posters/videos provided by Public health England to promote good hygiene in pupils • Establish hand washing as a routine in classrooms | JP/VLJ | 1/9/20 | |

Schools Risk Assessment

| | | | | |
|--|--|--------------|---------|--|
| | <ul style="list-style-type: none"> • Communication with parents reminding them not to send their children in if they are showing symptoms. • INSET day briefing for staff as well as e mailed the Welfare plan and risk assessment | KF | | |
| Behaviour <ul style="list-style-type: none"> • Home School Agreement | <ul style="list-style-type: none"> • Home School agreement to be sent to parents to reply by e mail for those who have not already done • Exclusions still apply • Therapeutic thinking training for staff Inset Sept 1st | S St | 1/9/20 | |
| Attendance Pupil Staff Volunteers | <ul style="list-style-type: none"> • Is expected, unless still need to shield or self-isolate- inform parents • Absence not penalised if following clinical/public health advice • Staff to discuss medical needs with headteacher • As shielding relaxed on 1st August, expect most staff will attend school • Advising those most at risk to take particular care – leaders need to discuss risks and try and accommodate additional measures if you can • Can come back if live with someone clinically extremely vulnerable • TAs can still be deployed to cover classes under the supervision of a teacher if needed and they are in agreement • Recruitment and checks should continue as normal – but remember to follow visitor distancing/protocols • Supply teachers can be used (and go to other schools) – but fewer the better • Have ITT trainees in school • If staff take a summer break abroad, they need to build in the 14 day quarantine before school starts • A limited number of volunteers can be in school but need to remain 2m apart if possible | KF | 1/9/20 | |
| Teaching Curriculum | <ul style="list-style-type: none"> • Prioritise outdoor sports if possible. Only outdoor PE in the first instance • Curriculum to remain broad and balanced • Cover missed content of English and Maths especially • Develop further, remote learning in case of local lockdown • Start Google classroom for Hedgehog class • Licence I pads for use by Badger class. • Adults in classrooms to maintain a distance and reduce the amount of face to face contact they have with each other. • Where possible staff try to remain at the front of the class • children (KS2 onwards) should be encouraged to not to touch staff and peers where possible. • Pupils in class should be sat side by side and facing forwards wherever possible. • Children to have access to their own stationary set which is not to be shared. • Books and games can be shared but need to be cleaned (wiped) regularly • Resources can be rotated to allow them to be unused (48 – 72 hours if plastic) • Surfaces to be cleaned frequently during and at the end of the school day. • Reading books sent out on a Monday or Tuesday and returned on a Friday (to be quarantine dove the weekend) | Teache rs | ongoing | |

Schools Risk Assessment

| | | | | |
|---|--|------------|--|--|
| SEND | <ul style="list-style-type: none"> The sharing of rooms will be limited. If the hall is used for maths, it needs to be ventilated and wiped down between maths groups. take particular care in music, dance and drama lessons to observe social distancing where possible. This may limit group activity in these subjects in terms of numbers. It will also prevent physical correction by teachers and contact between pupils in dance and drama. Singing in groups should take place outdoors wherever possible. Pupils should be positioned back-to-back or side-to-side Small groups only, good ventilation- follow guidance from Berkshire Maestros. Plan transitions for SEND pupils Adapt SAP plans as necessary | JP | | |
| Travel to school | <ul style="list-style-type: none"> Travel decisions are down to parents. Parents encouraged to walk or cycle wherever possible. Parents of children in Year 3 onwards to drop pupils outside the school entrance | KF parents | | |
| Contingency planning for outbreaks | <ul style="list-style-type: none"> If there is a spike in infection rates within the local area the school will follow and implement government and DFE advice. https://www.gov.uk/government/publications/how-schools-can-plan-for-tier-2-local-restrictions/how-schools-can-plan-for-tier-2-local-restrictions School could be placed on lock down again with access limited to key worker pupils Oak National Academy will make available video lessons covering the entire national curriculum, available to any school for free. T Governing boards and school leaders should have regard to staff (including the headteacher's) work-life balance and wellbeing. | KF Gov | | |

| | | | |
|--|----------------------------|------------------|--|
| Risk assessment completed by | Karen Fakes | Signature | |
| Risk assessment sponsored by | | Signature | |
| Date assessment completed | 19/5/2020 | | |
| Risk assessment communicated to relevant staff by | Briefing and e mail | | |

| Review Date | Assessor | Signature | Sponsor | Signature |
|---------------------------------|-----------------------------|------------------|----------------|------------------|
| 1st June | P Slingsby/ M Barber | | | |
| 10th July | | | | |
| 28th Aug | | | | |
| 16th Sept | Governors | | | |
| 1st October | LA H&S | | | |
| 25th November | Headteacher | | | |