



Bozeat Community Primary School

Risk Assessment Date completed August 2020
Reviewed and updated: 21st May 2021
Review date 4th June 2021

Completed by: Gareth Rust (Interim Headteacher)

Identification of those at risk:

Pupils
School staff
Visitors to school
Contractors

Following the Secretary of State for Education's announcement on that schools re opened fully from 8th March 2021, this risk assessment sets out how we will maintain hygiene and help to prevent the spread of the virus for those in school.

Our school is committed to ensuring the health and safety of staff and pupils as a priority over all other considerations. This includes making every effort to practise social distancing.



Adults will make sure that wherever possible, there is 2m + between them. Wherever possible this is encouraged between pupils and other pupils and adult to pupils, although we recognise that with younger pupils and in cases of first aid or behaviour instances, this will be difficult to enforce at all times. All adults will act as role models- social distancing and being mindful of the wellbeing of our pupils.
All frontline teaching staff (teachers and TAs) will need to be in school to support children of keyworkers and vulnerable pupils. Staff who display any symptoms will remain at home for the required isolation period.
Pupils will be monitored and checked regularly for signs and symptoms and will be collected by parents or carers if this is the case immediately.

Possible risks/ hazards	Control Measures put in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority
Exposure to COVID-19	<p>Vulnerable staff and children:</p> <ul style="list-style-type: none"> Staff who are classed as clinically vulnerable or extremely clinically vulnerable are advised by Government to shield and not attend school setting. Risk assessments to be carried out for all clinically vulnerable or extremely clinically vulnerable before they can return to work. People (staff and children) who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace/school. Discussion about measures being put in place to be offered to reassure any anxious staff/parents. <p>To minimise the risk of transmission, strict hygiene rules are to be maintained. All employees, contractors and volunteers to be made to do the following:</p> <ul style="list-style-type: none"> Use sanitiser on entry Wash hands after break times, lunch times and before entering a class. Wash hands before touching laptops/iPads Wash hands if face is touched <p>Government recommendations are that 'In primary schools, we recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering.'</p>	5	2	Medium



	<p>Staff have been notified of the recommendation to wear masks in public areas of the school where social distancing is not possible.</p> <p>Basic infection controls should be followed as recommended by the government. These will be displayed prominently in all areas of the school including notice boards and repeated often:</p> <ul style="list-style-type: none">• 'Catch it. Bin it. Kill it.' And 'Hands, Face, Space' message displayed and shared repeatedly: cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Children to be instructed to put used tissues in the bin immediately after use.• Children will be told to wash their hands with soap and water every time they enter the building for a minimum of 20 seconds or to use sanitiser signs around the building will also remind of this.• Hand sanitiser/hand washing to be available in each classroom and close to entrances and exits of buildings, near lunchroom and toilets.• Children will need to sanitise/wash hands upon arrival of entering the school building. This will be supervised by a member of class based staff.• The message to not touch your eyes, nose or mouth will be given and children will be asked to wash hands if they are seen doing so.• All hand contact surfaces to be cleaned with anti-bacterial spray at break time(s), lunch time and at the end of the day. This should also be carried out at other times as and when it is felt necessary (see classroom checklist).• Extra cleaning to be put in place immediately after lunchtime. This is so that and high contact surfaces are cleaned thoroughly (this is the responsibility of designated cleaners not staff unless absolutely necessary- PPE should be worn)• Daily and weekly cleaning checklist to be handed into the office weekly to be filed.• Classroom checklist to be completed by teachers in every classroom on a daily basis and submitted to the office in a designated in-tray at the end of each week.			
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	<ul style="list-style-type: none">• Windows in teaching spaces and offices to be opened for ventilation where possible.• Community events/meetings will be cancelled until further notice.• Up-to-date emergency contact details will be held for all staff and children.• Daily record of cleaning supplies used to be made by cleaners (on a daily cleaning checklist); audit of cleaning and handwashing supplies to be managed by Helen Rowley and Hugh McGeechan. Re-ordering to be managed by both so that there is always adequate supply in school.• 2 ltr water bottles to be supplied to each class and refilled on a daily basis for use in class. A 'DO NOT USE' sign will be in place on the water stations to stop use by the children. Hand sanitiser will be available and children will sanitise hands before handling bottle Children will be asked to bring in a refillable bottle on a daily basis. <p>Children, teachers and teaching assistants to be assigned to a class group. In this group:</p> <ul style="list-style-type: none">• Contact will be self-contained- where-ever possible there will be mixing of children will be minimised wherever possible throughout the school day. A policy of 'not touching' and of social distancing where possible will be encouraged within the group; sharing of equipment should be minimised. <ul style="list-style-type: none">• Children will be sat facing forward (where possible and practicable) rather than face - to -face across tables.• Adults will avoid close face -to -face contact with other adults and children, aiming for 2m distance where possible, and minimising time spent within 1m of anyone.• Children will be assigned one seat (where possible) for all activities and a set of personal stationery.• Cloakrooms will be used but children only use with their own bubble and in small numbers in order to maintain distancing as far as possible.			
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	<ul style="list-style-type: none">• Children from each group are to use toilets in small groups (preferably pairs) to reinforce the 'no -touch' and social distancing messages.• Where children need to use toilets outside of their group's scheduled times, a check is to be carried out to ensure the toilets are empty of children from other groups before children enter; check to be made by either by an adult , or by the child themselves if they are deemed able to behave appropriately. Children to be given a reminder about the correct washing of hands after using the toilet.• Children can use the corridors and toilets without constant adult supervision but must be reminded about distancing, not using if someone from another group is in there etc. before they are allowed to do so.• Where equipment is shared within the group, it will be regularly washed down by an adult using anti -bacterial spray.• Resources will only be shared between groups where appropriate and necessary to do so and only after thorough cleaning with anti -bacterial spray between times.• Breaks and lunchtimes will be staggered between groups to ensure there is no cross -contamination. The playground will be broken up into zones and every effort will be made to minimise the mixing of bubbles/groups of children.• Space in the hall allows for safe distancing between two classes at time and in light of the reduced risk of outside transmission of COVID 19 two classes can share a zone outside during this time-creating lunch bubbles• Lunch bubbles will consist of Owls and Little Owls• Rabbits and Tigers• Jaguars and Panthers• Lions• Permanent play equipment in the playground will be available at lunchtimes and playtimes in each defined zone. Adult supervisors are responsible for ensuring that it is wiped it down with anti -bacterial spray after each group has used it.			
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	<ul style="list-style-type: none">• Non-fire doors will be propped open where possible (whilst having regard for fire regulations) to avoid touching of door handles.• Outdoor spaces will be used as much as possible.• Movement of staff between bubble will be minimised as much as possible except in the event of staff absence and cover for PPA where it may be unavoidable.• There will be staggered start times and break times to minimise number of children moving around the site at each time and in order to minimise cross contamination between groups. Where two groups share start/ finish/ break times, this has been arranged so each group has different entry and exit points so crossing is avoided.• A first-aid bag will be taken outside at every break time and for all lessons taking place outside of the classroom.• In line with government guidance and guidance from the Association for Physical Education, contact PE lessons will not take place; the principles of 'no touch' and social distancing will be maintained in all PE lessons. Equipment will be thoroughly washed down after use. PE lessons will take place outdoors where possible. Changes to this will only be made if the guidance from the AfPE changes. Relevant guidance and updates to be shared with all teaching staff.• The principles of the behaviour policy remain in place, however, staff will adapt approaches to ensure social distancing rules and hygiene controls are followed. In the event of further support being needed to deal with behaviour, an adult from the group will seek advice from the head teacher.• Assemblies will happen in classrooms within class groups or virtually broadcasted to class groups. <p>Hot meal provision/ lunch-time use of the hall and classrooms:</p> <ul style="list-style-type: none">• Check guidance given to servers by food providers (Wollaston School). Brief servers on our rules of social distancing, set-up for lunchtimes.			
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	<ul style="list-style-type: none">• Children to eat separately with their bubble consisting of two classes appropriately distanced within the hall.• Tables to be wiped with anti-bac spray both before and after children eat in the hall.• All children asked to bring their own reusable water bottle.• When the hall has been used, all contact surfaces to be wiped down thoroughly with anti-bac spray.• Hot dinners to be collected by the children. Hand sanitizers to be placed next to the cutlery before the children pick it up. Once children have finished their meals, plates and cutlery to be put into a washing-up bowl by children.• Adults to sanitise hands between bubbles eating in the hall <p>• Staff to use the staff room for storing and heating food. Lunch to be consumed in their designated class/working area wherever possible.</p> <p>Drop-offs and Pick-ups:</p> <ul style="list-style-type: none">• Any adult entering school site including playground will wear face mask/covering unless exempt• Drops off will be staggered to allow for maximum social distancing.• Pick up will be from the playground to allow a continuous flow of distanced traffic.• A maximum of 1 adult per family will be allowed onto the school site and encouraged to social distance.• Children attending after-school wraparound care are to be held within their class groups until 3:35pm when they will be escorted to the hall. <p>Administering medicine to pupils:</p> <ul style="list-style-type: none">• On the occasions when pupils will need to have medication administered by adults, the adults must wear PPE provided and dispose of the PPE immediately in a double bagged rubbish bin. <p>Educational visits:</p> <ul style="list-style-type: none">• Educational visits may resume subject to specific risk assessments			
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	<p>In the event that someone becomes symptomatic:</p> <ul style="list-style-type: none">• Staff must inform the senior team if they develop symptoms overnight and must not come onto school premises. They should stay at home and follow the government guidance for households with possible coronavirus infection.• Parents to be asked to keep children at home and follow the government guidance for households with possible coronavirus infection if they develop symptoms overnight and asked to phone the school at the earliest opportunity.• If a member of staff becomes symptomatic on site, they should inform a member of the senior team, leave the school site as soon as possible, be asked to seek testing and follow government guidance for households with possible coronavirus infection.• If a child becomes symptomatic on site, they should be moved - into an allocated isolation room, a separate room (to be determined by the Head Teacher – ongoing risk assessment) where they can be isolated behind a closed door with appropriate adult supervision to await collection (contact should be made with emergency contacts immediately). Ideally, a window should be opened for ventilation. If it is not possible to isolate the child (e.g. the room is already in use for isolation), they will be moved to an area which is at least 2 metres away from other people outside if possible. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). This should be worn in line with Public Health England's guidance – a copy of this will be stored with the PPE supply.(Head Teachers office) If another child is symptomatic at the same time, they can also be in the isolation room but at a distance of at least 2m apart from the other child and the supervising adult.			
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	<ul style="list-style-type: none">• PPE to be placed in key communal locations in school; incidents that require the donning of PPE are the responsibility of senior leaders in the first instance.• Should a child within a group become symptomatic, the class to which they belong will move out of the room until it has been deep-cleaned. An alternative room will be made available during this time (to be determined by the Headteacher).• Once symptomatic, all surfaces that the person has come into significant contact with must be cleaned, including: All surfaces and objects which are visibly contaminated with body fluids; and all potentially contaminated high-contact areas such as toilets, door handles, telephones, etc.• Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.• If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.• When cleaning takes place after a suspected Covid-19 case, cleaners must wear PPE (disposable or washing-up gloves and aprons) for cleaning and the waste management procedures detailed below must be followed for disposal.• All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result of test is available. If the individual tests negative, this can be put in the normal waste. Should the person test positive, the Health Protection Team will provide instructions about what to do with the waste.• If a child is sent home with symptoms, parents/ carers are to be asked to seek testing and to engage with the NHS Test and Trace system.			
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	<ul style="list-style-type: none">• If it is believed that providing parents/carers who are collecting a symptomatic child with a test will significantly increase the likelihood of them getting tested, then authorised staff should (upon criteria being met) do so from the small number of home-testing kits we have been provided with.• Parents and staff should be asked to notify a member of senior team/ the office immediately of test results.• If a test comes back positive, the adult/child may return after 10 days isolation only if they do not have symptoms other than a cough or loss of sense of smell/taste (these can last for several weeks after the infection has gone). Anyone else in their household must isolate for 14 days.• If a test comes back positive, a member of senior team will contact the local health protection team who will carry out a rapid risk assessment to confirm who has been in close contact with the person during the time they were infectious and ensure they are asked to self-isolate. To support this process, each class should record any different than usual close contacts between pupils and staff (recognising that it's the nature of the job to be in close contact with most children throughout the day).• Members of the household of any person who is asked to isolate because of contact with someone who has tested positive do not need to isolate themselves – this means siblings/ children of members of staff/ members of staff whose children are isolating do not need to isolate themselves - unless the person isolating develops symptoms; then the whole household will need to isolate as per government guidance.• In the event of a positive test result by a member of staff or a child, guidance from the health protection team is to be followed by senior leaders. This may mean a partial or full closure – all advice on communication with the community from the health protection team will then be followed.			
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	<p>Protection for staff:</p> <ul style="list-style-type: none">• All staff encouraged to enlist for twice weekly asymptomatic lateral flow testing on Sunday and Wednesday morning. Testing kits, training provided for all staff taking part including visiting contracted peripatetic staff.• Children and staff will create bubbles wherever possible. Whilst staff can work across bubbles and groups, every effort will be made to minimise this. Staff should not be in close contact with other children or other staff in another group (2m advised).• Breaks and lunch times are staggered to allow staff to socially distance.• There will be access to the staff room and classrooms to enable social distancing.• Staff will be encouraged to bring in their own re-usable water bottle and their own hot drink at the start of the day to minimise use of high-contact areas such as the staff room.• Non Fire doors will be propped open (subject to fire regulations) so that adults don't have to keep touching door handles. If the room is in use by another group, adults must go elsewhere. Signs will be prominent to best prevent multi-group use of the staffrooms.• Staff will be encouraged to take their lunch outside or in classrooms rather than staying in shared spaces.• Staff are asked to arrive between 45 minutes and 30 minutes (no later) before their start time to allow for setting up in their room and for photocopying.• It is advised that no transfer of books between home and school setting takes places.• Staff meetings to take place remotely whenever possible.• All staff within a group to be responsible for carrying out the classroom daily checklist and raising any concerns with a member of the senior team.• Contingency plans have been made should the head/ assistant head/ cleaners fall ill and be unable to come into school.• In the event of insufficient staff availability, the snow day closure procedures will be followed to notify families and staff.			
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	<p>Protection for lunch-time supervisors and for members of the school community they come into contact with:</p> <ul style="list-style-type: none">• Lunch-time supervisors to be provided with a guidance sheet to inform them of hygiene measures and key procedures which must now be followed (including updated information about how to report safeguarding concerns) before they return to work.• Lunch-time supervisors to follow all entry and exit hygiene requirements i.e. handwashing, 'Catch-it, Bin-it, Kill-it' etc.• Minor First aid incidents can be dealt with by the lunchtime staff- first aid requiring closer contact than 2m should be undertaken using masks and gloves- Children should be encouraged to clean wounds and apply plasters themselves where appropriate. Any member of lunchtime staff who does not feel comfortable with administering the first aid can send for an adult belonging the class bubble or the Head Teacher.• First aid incidents which cannot be dealt with at a safe distance (2m) will not be the responsibility of the lunch-time supervisors. They will radio or send for a member of the class' teaching team or the Head Teacher. <p>Protection for peripatetic teachers/ specialist teachers/ SEN professionals and for members of the school community they come into contact with:</p> <ul style="list-style-type: none">• Maximum of one peripatetic teacher in any area at one time• Checks to be carried out re: symptoms and contacts on entry and exit (see 'COVID-19 Contractors and Visitors Record').• Will be asked to follow all hygiene procedures on entry and exit of the building• Will be asked to wipe down any contact surfaces between pupils• Should not teach sessions which involve mixing children from different groups• Should have minimal contact with and maintain social distance from school staff.• Will be given 'Information for Contractors and Visitors' which details procedures to be followed either prior to arrival (by email) or on upon arrival.			
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	<ul style="list-style-type: none"> • Protection for contractors and for members of the school community they come into contact with: • Contractors on site kept to urgent repair/maintenance only and preferably at times where as few children/staff are on site as possible. • Checks to be carried out re. symptoms and contacts on entry and exit (see 'COVID-19 Contractors and Visitors Record'). • On arrival, they are to follow all hygiene requirements i.e. washing hands on entry and exit. • Should have minimal contact with and maintain social distance from school staff. • Will be given 'Information for Contractors and Visitors' which details procedures to be followed either prior to arrival (by email) or on upon arrival. <p>Protection for cleaners and for members of the school community they come into contact with:</p> <ul style="list-style-type: none"> • Cleaners to wear disposable gloves for normal cleaning and to additionally wear aprons when cleaning following a possible Covid-19 case. • Daily cleaning checklist to be followed regarding procedures and waste management. • To be advised of correct and regular handwashing procedures. • When cleaning within the school day, should have minimal contact with and maintain social distance from school staff and children. 			
Safeguarding procedures aren't followed due to Social distancing regulations	<ul style="list-style-type: none"> • All staff to be reminded about the Safeguarding Policy and procedures to be followed in school. • All staff made aware that they need to be vigilant following the school closure as it is likely that being in 'lockdown' will have increased the incidence of safeguarding concerns. • MyConcern to be used for reporting concerns. 	5	1/2	



	<ul style="list-style-type: none"> • Staff are requested to email/phone/walkie talkie DSLs with concerns if they can't speak to them in person. DSLs to share concerns and to follow up on concerns they have shared. MyConcern to be updated promptly. • Teaching assistants in each group to be a pastoral contact for children – PHSE sessions initially to focus on mental wellbeing of children and on re-emphasising protective behaviours. Children to have access to a worry box in each classroom. • Usual absence procedures are followed if children do not attend school. Attendance is now mandatory. • DSLs will continue to attend safeguarding meetings virtually as requested/ needed 			
<p>Negative impact on mental health and well-being caused by the outbreak</p>	<p>Support for staff:</p> <ul style="list-style-type: none"> • Teachers to check and monitor with support staff regarding well-being; senior leaders to check and monitor well-being of each other and of other teachers. Governors to check well-being of senior leaders. <p>Support for children:</p> <ul style="list-style-type: none"> • Children who are not in school due to shielding to be followed up on by member of teaching staff. • Wellbeing checks to be carried out on all children who do not attend school or whom are identified as needing extra support. • Any necessary pastoral work to be carried out by teaching assistants in their group after discussion with SENCo and/or Pastoral lead. A folder of resources to support SEMH will be created on the T Drive and shared with all staff. <p>Support for families:</p> <ul style="list-style-type: none"> • Pastoral lead to signpost resources and services as needed and as appropriate. 			
<p>Fire procedures aren't followed due to reorganisation of classrooms and teaching groups</p>	<ul style="list-style-type: none"> • Fire procedures to remain as normal regarding the checking of systems. • Any maintenance to be carried out, where possible, outside of school hours. • Fire exit and assembly arrangements as followed: <ul style="list-style-type: none"> - Lions – exit through KS2 doors assemble on the KS2 playground lining up 2m apart, facing the field. 	5	2	



	<ul style="list-style-type: none"> - Panthers– exit via KS2 door nearest to the classroom and assemble on the KS2 playground lining 2m apart, facing the field. - Jaguars- exit via KS2 door nearest to the classroom and assemble on the KS2 playground lining 2m apart, facing the field. - KS" classes to exit in order Lions, Panthers, Jaguars maintaining 2 metre distances between classes. - Tigers – exit via classroom external door and assemble on the KS2 playground lining 2m apart, facing the field. - Rabbits – exit via classroom external door and assemble on the KS2 playground lining 2m apart, facing the field. - Owls – exit via classroom external door and assemble on the KS2 playground lining 2m apart, facing the field. - Little Owls– exit via classroom external door and assemble on the KS2 playground lining 2m apart, facing the field. • All usual procedures regarding accounting for children and re -entering the building to be followed. Re -entry to be by the same doors. 			
Offices not being a safe environment	<p>Staff should not enter the office unless it is absolutely necessary – they should use the window to communicate.</p> <ul style="list-style-type: none"> • Adults should practice 2m social distancing wherever possible. • Wait for staff to leave before entering. • Surfaces are to be sprayed with antibacterial spray before work and before staff go home. • Dettol sanitising spray/antibacterial wipes to be used on telephones (in office) and photocopiers after each use. • Photocopier to be wiped/sprayed with antibacterial spray before each use. • Headteacher office – no more than two persons in the room at any one time. If meetings are required, use a separate classroom or room, please leave spaces between you. • No visitors permitted without prior arrangement • Intercom to be used to communicate with visitors. • Contractors are not permitted in the areas where children are 	5	2	



Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

<https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update> **Control measures will be revised and updated in line with latest government guidance**

These key documents have all been followed when developing this document:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.publichealth.hscni.net/sites/default/files/2020-03/V4%20Coronavirus%20advice%20for%20schools%20poster%202020302%20EDU15.0.4%20%282%29.pdf>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures>



Severity (consequence)	Likelihood
1. Negligible (delay only)	1. Improbable/very unlikely
2. Slight (minor injury/damage/interruption)	2. Unlikely
3. Moderate (lost time injury, illness, damage, lost business)	3. Even chance/may happen
4. High (major injury/damage, lost time business interruption, disablement)	4. Likely
5. Very High (fatality/business closure)	5. Almost certain/imminent