

Covid-19 Risk Assessment Return to High Bickington C of E Academy - September 2020

Hazard	Control Measures	Current Risk Level
Pupils		
Lack of social distancing waiting to enter classroom in morning resulting in direct transmission of the virus	<ol style="list-style-type: none"> 1. Parents to be notified not to enter beyond school gates. Members of staff on duty to marshal pupils in to school premises 2. Class 4 children to enter through allocated main gate and straight into Class Four (cloakroom shut) at 8:45am 3. Class 3 children to enter through allocated side gate and straight through the playground into Class Three at 8:45am 4. Class 2 children to enter through allocated main gate and straight into Class Two at 8:55am 5. Parents given details of the arrangements by letter (sent via email) before start of term 6. Teaching teams to meet children as they enter the classroom. 7. Staggered timings for breaks as per timetable below: <p style="margin-left: 20px;">Breaks:</p> <ul style="list-style-type: none"> • Morning break Class Two 10:30-10:45 • Morning break Class Three 10:15-10:30 • Morning break Class Four 11:00-11:15 • Lunch Class Two 12:20 – 12:50 in Hall. 12:50- 1:20 on playground • 12:50-1:00 sanitize and clean in Hall • Lunch Class Three 12:30 – 12:55 on playground. 1:00 - 1:30 in Hall • Lunch Class Four 12:30-1:55 in Class Four. 1:20-1:45 on playground 	High
		Medium
		Low
Lack of social distancing in the classroom resulting in direct transmission of the virus	<ol style="list-style-type: none"> 1. Remove excess furniture as required to increase space where this is feasible 2. Ensure all desks face forwards and that desks are in rows 3. Children keep to their desks when in the room 4. On day one, social distancing charter created for and with the children – (Include instructions how to line up, use of toilet, moving around the classroom etc) 5. Charter re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance 6. Children isolated if cannot adhere to charter and spoken to re the need for social distancing 7. Lessons planned for individual work where possible 8. Feedback – minimum close interaction 9. Front of class area for teacher 10. Children to use same desk each day 11. Children stay in the classroom for majority of the day and do not mix with other class groups 12. Bags, coats and lunchboxes kept next to child 13. Children bring own equipment where possible 14. Each child has own equipment provided by school where possible (pen, pencil, ruler, water colours etc) 	High
		Medium
		Low

	<p>15. No sharing of individual equipment</p> <p>16. Regular hand washing with soap and water to take place throughout school day. Individual class teaching teams to ensure that this is organised and occurs</p> <p>17. Windows and doors will be open first thing in the morning to create airy rooms</p>	
Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus	<ol style="list-style-type: none"> 1. Main toilet doors to girls' and boys' toilets to remain open in main building 2. Only children from one class bubble to go to the toilet at a time 3. Extra Signs in toilet re washing hands 	High
		Medium
		Low
Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus	<ol style="list-style-type: none"> 1. Staggered playtimes - children play only with peers from their class 'bubble' 2. Reduced playtime equipment – hard surfaces and can be easily cleaned 3. Staff supervision throughout 4. Wet play equipment to be allocated to each class group <ul style="list-style-type: none"> • Morning break Class Two 10:30-10:45 • Morning break Class Three 10:15-10:30 • Morning break Class Four 11:00-11:15 	High
		Medium
		Low
Lack of social distancing when eating lunch resulting in direct transmission of the virus	<ol style="list-style-type: none"> 1. School dinners – to eat in the hall with tables arranged in rows as in the classrooms 2. Packed lunches kept under children's tables with bags 3. Regular hand washing with soap and water throughout school day including before lunch and when returning from lunch break to classroom <ul style="list-style-type: none"> • Lunch Class Two 12:20 – 12:50 in Hall. 12:50- 1:20 on playground • 12:50-1:00 sanitize and clean in Hall • Lunch Class Three 12:30 – 12:55 on playground. 1:00 - 1:30 in Hall • Lunch Class Four 12:30-1:55 in Class Four. 1:20-1:45 on playground 	High
		Medium
		Low
	<ol style="list-style-type: none"> 1. Children to use own pens, pencils and their own books 	

Contact of shared resources resulting in indirect transmission of the virus	<ol style="list-style-type: none"> Resources for individuals if needed – maths cubes etc – to be wiped before next user Tables, door handles and other surfaces cleaned at the end of each day Lessons planned so resources are individual and not shared wherever possible Children to wash hands / use hand gel before lessons and after each teaching session Use of designated laptops. If shared then all equipment wiped with anti-bacterial computer wipes by staff between users. To be wiped down after use 	High
		Medium
		Low
Emotional distress of the children		
Emotional distress of the children	<ol style="list-style-type: none"> SENCO, DSL and teaching teams to assess the children’s mental health and academic needs 	
Staff		
Emotional distress of the staff – including anxiety	<ol style="list-style-type: none"> Inclusion in risk assessment process – input into hazard identification and control measures Review with each member of staff on a regular basis 	High
		Medium
		Low
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus		
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus	<ol style="list-style-type: none"> Staff developing Covid-19 symptoms to seek immediate medical advice and to inform HoS HoS to inform CEO and TEAM H&S Manager 	High
		Medium
		Low
Hygiene & First Aid		
Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct	<ol style="list-style-type: none"> Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way Extra disposable aprons ordered Extra gloves ordered 	High
		Medium

transmission of the virus	<ol style="list-style-type: none"> 4. Masks ordered and face shield for symptomatic pupils only (see Symptomatic section below) 5. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk Pls note the Government guidance states “Wearing face coverings or face masks is not recommended” 	Low
Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus	<ol style="list-style-type: none"> 1. Hand gel dispenser outside all classrooms 2. 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 3. Washing hands posters replaced in all washing areas 4. Reminder how to wash hands properly 5. Procedure agreed for children to wash hands 6. Bins available for disposal of tissues and paper towels 7. Paper towels to be used to dry hands in classrooms 8. Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding) 	High
		Medium
		Low
Symptomatic Cases		
Risk of spreading virus due to symptomatic pupil or staff member resulting in indirect transmission of the virus	<ol style="list-style-type: none"> 1. If a child or member of staff becomes symptomatic with either a persistent cough, high temperature or loss of taste / smell immediately remove them to the designated safe space – Staff Room 2. Ensure the space is well ventilated at all times 3. If direct personal care is required a face mask should be worn by the supervising adult if a distance of 2 meters cannot be maintained 4. If contact with the person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult 5. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then a full face shield should also be worn 6. Parents should be informed to collect the child as soon as possible 7. Staff displaying symptoms to be asked to go home immediately 8. Anyone displaying symptoms should seek a test at the earliest opportunity and inform the school of the results as soon as available so follow up action can be taken 9. Inform Trust H&S Manager of any cases where a test has been undertaken 	
Risk of infection due to lack of cleaning resulting in indirect transmission of the virus	<ol style="list-style-type: none"> 1. All surfaces, handles, toilets and shared equipment will be cleaned each day 2. Windows and doors will be open first thing in the morning to create airy rooms 3. PPE will be worn by all cleaning staff in line with normal duties and requirement 4. Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission 	High
		Medium
		Low

Premises		
Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.	<ol style="list-style-type: none"> 1. Review Whole school risk assessment RAA22, to ensure control measures remain suitable and in place. Update risk assessments to include any changes that have been necessary (e.g. handwashing, one-way systems, allocation of specific classrooms) 2. Consider how changes will impact on arrangements such as safe fire evacuation routes 3. Ensure sufficient social distancing space available at assembly point 	
Water hygiene – management of legionella	<ol style="list-style-type: none"> 1. Review the water hygiene management plan. Ensure that agreed regimes for flushing and monitoring of temperatures have been maintained throughout any period of closure / partial opening. Premises Manager to action during half term. 	
Transport		
Travel to school and provision of safe school transport:	<ol style="list-style-type: none"> 1. Liaise with School Transport Team where further consider needs to be given to taxi and escort services 	
Provision of Food		
Kitchen facilities comply with latest Covid19 guidance to reduce risk of infection/contamination and catering staff to operate in a safe environment.	<ol style="list-style-type: none"> 1. Follow usual food safety and hygiene procedures and Government guidance for catering establishments https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery . Ensure Health & Safety policies are followed 2. Catering staff to follow government guidance https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery. Social distancing to be maintained at all times. 	High
		Medium
		Low
Name of Assessor		
Date:		