



# St John's C of E VA First School (157)

## Risk Management - Assessment Report

<b>Risk Area:</b>	COVID-19
<b>Assessment Framework:</b>	Covid-19 - Re-opening of Schools
<b>Work Area or Activity:</b>	COVID19
<b>Competent Person</b>	Rosemary Conway
<b>Assisted by:</b>	Claire Marsland Gill Driffield
<b>Groups Affected:</b>	All on site Parents
<b>Notes:</b>	

Amended to add in new learning bubble  
Reviewed for possible extension of provision to Y4

This is a review of an assessment carried out on 26/05/2020

This is a review of an assessment carried out on 27/05/2020

This is a review of an assessment carried out on 31/05/2020

This is a review of an assessment carried out on 08/06/2020

This is a review of an assessment carried out on 17/06/2020

This is a review of an assessment carried out on 01/07/2020

It was marked as 'nothing had changed' by Rosemary Conway on 01/09/2020

This is a review of an assessment carried out on 01/09/2020

This is a review of an assessment carried out on 01/09/2020

This is a review of an assessment carried out on 01/09/2020

This is a review of an assessment carried out on 01/09/2020

It was marked as 'nothing had changed' by Rosemary Conway on 03/09/2020

This is a review of an assessment carried out on 03/09/2020

This is a review of an assessment carried out on 03/09/2020

This is a review of an assessment carried out on 05/11/2020

<b>Assessed on:</b>		05/11/2020	<b>Risk Rating:</b>	Below 9 - Low Risk 9 to 14 - Medium Risk 15 or above - High Risk
<b>To be Reviewed on:</b>		02/12/2020		
<b>What are the Hazards?</b>	<b>What is already being done?</b>	<b>Is this considered satisfactory?</b>	<b>Risk Findings</b>	
Have you used the premises re-opening checklist to ensure that the school is ready for the safe return of staff and pupils?	The school has not been completely closed and compliance checks have continued as normal (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.)	Yes	Severity:	1
			Likelihood:	1
			<b>Risk Rating:</b>	<b>1</b>
Have travel arrangements been adjusted (where necessary) in line with the guidance for Covid-19? Please see Government Advice before reopening schools ( <a href="https://tinyurl.com/yaxo63f6">https://tinyurl.com/yaxo63f6</a> )	We will be actively advising parents/carers to walk to school wherever possible. No children arrive by LA provided public transport.	Yes	Severity:	1
			Likelihood:	1
			<b>Risk Rating:</b>	<b>1</b>
Is the school accommodating children from other schools?	We are not accommodating children from other schools.	Yes	Severity:	1
			Likelihood:	1
			<b>Risk Rating:</b>	<b>1</b>
If the school is accommodating children from other schools have staff been briefed on the requirements for the students?	We are not accommodating children from other schools.	Yes	Severity:	1
			Likelihood:	1
			<b>Risk Rating:</b>	<b>1</b>
Are arrangements in place for parents and guardians to collect and drop off students e.g. staggered times, maintaining social distancing outside school gates, minimising adult to adult contact?	Arrivals staggered so that no more than one class arrives to any entry point at a time. Arrivals from 8.30 - 8.50am. Collection from 3.00 - 3.20pm.  One way system through the playground with 1m gaps marked on the playground. Parents recommended to wear masks on site unless exempt. No one permitted in building apart from	Yes	Severity:	2
			Likelihood:	4
			<b>Risk Rating:</b>	<b>8</b>

	<p>staff and pupils without appointment. All messages to be given by email / telephone, not to staff receiving children.</p> <p>Drop off / collection point marked to maintain 2m between parent / carer and staff.</p> <p>Anyone entering / leaving the building to wash / sanitise hands.</p> <p>Parents / carers advised to abide by social distancing on and near the school site and be mindful of local residents.</p> <p>Parents advised not to gather outside the school site.</p>		
Do you have adequate First Aid provision in the school?	<p>Adequately trained staff in school every day.</p> <p>First aid kit and accident recording sheets provided in each classroom and in isolation room.</p> <p>All children and staff not directly involved in delivering first aid to maintain 2m from any incident and affected person.</p> <p>PPE to be worn for all first aid incidents and put on prior to commencing treatment. Gloves for minor incidents requiring less than 15 minutes close contact. Mask and visor, apron and gloves for significant bodily fluid spill or suspected COVID-19 or where extended treatment is required.</p> <p>If CPR is required, assess situation to identify required infection control measures before commencing CPR. Only apply chest compressions, unless rescue breaths are deemed absolutely necessary (advice to be sought from emergency services).</p> <p>Area to be cleaned (using body fluid granules for any bodily fluid spills) and PPE disposed of in lidded bin. Any items contaminated with blood or other bodily fluids to be disposed of in clinical waste bin.</p>	Yes	<p>Severity: 3</p> <p>Likelihood: 2</p> <p><b>Risk Rating: 6</b></p>
Will there be vulnerable children who require medicines that need to be administered by way of	An individual risk assessment will be carried out for any vulnerable children who regularly require	Yes	<p>Severity: 1</p> <p>Likelihood: 1</p>

agreement with the parent/guardian?	<p>medication to be administered at school. Visor and gloves to be worn when administering medication.</p> <p>No over the counter or short term prescription medication to be administered in school.</p>		<p><b>Risk Rating:</b> 1</p>
<p>Are arrangements in place should a member of staff or child fall ill? This should include isolation whilst waiting to leave the school and informing staff, parents and guardians to follow current guidance provided by NHS/Public Health?</p>	<p>Any pupil displaying symptoms of COVID-19 (using up to date NHS guidance) should be taken to the isolation room (Acorns room). SLT and admin staff on site to be notified immediately so that parents can be called urgently.</p> <p>Any staff displaying symptoms of COVID-19 should report to SLT and admin staff on site to ensure appropriate supervision of children is in place, and then leave site immediately.</p> <p>The window to the isolation room should be open if possible but the door closed. A staff member from that child's class should remain outside the isolation room. If contact with the pupil is necessary, staff should wear PPE, including gloves, apron, fluid resistant mask and visor.</p> <p>If the pupil needs to use the toilet, the ground floor accessible toilet should be used.</p> <p>Areas used by unwell pupils / staff who need to go home are identified as out of bounds once vacated, until they have been thoroughly cleaned.</p> <p>Anyone either experiencing symptoms or if a member of their household does, should be encouraged to seek a test for COVID-19. If a pupil/staff member is tested and confirmed to have COVID-19 the rest of their learning bubble should be advised to self-isolate for 14 days. The Headteacher/Senior Teacher will contact PHE for further advice.</p>	<p>Yes</p>	<p>Severity: 3 Likelihood: 2 <b>Risk Rating: 6</b></p>
<p>Are parents, guardians and students informed not to come into school should they suspect that they display any of the symptoms relating to Covid-19?</p>	<p>Parents / carers will be advised not to come in to school should they suspect that their child is experiencing symptoms of COVID-19. This will be communicated by letter prior to re-opening and reminded regularly on the school newsletter.</p>	<p>Yes</p>	<p>Severity: 3 Likelihood: 2 <b>Risk Rating: 6</b></p>
<p>Do you ensure regular and frequent breaks are incorporated throughout the day, so that staff and students can wash their hands whilst in school? If</p>	<p>Suitable breaks are included in the daily timetable. Hand sanitiser is either in a dispenser fixed to the wall or kept where adults are present.</p>	<p>Yes</p>	<p>Severity: 1 Likelihood: 1</p>

hand sanitizer is used there is a risk of bottles being stolen.			<b>Risk Rating:</b>	<b>1</b>
Are there posters/notices around the school to encourage and remind everyone to good hygiene?	Posters to be placed in all classrooms, all toilet areas and in the staff room.	Yes	Severity: Likelihood: <b>Risk Rating:</b>	1 1 <b>1</b>
Have you ensured that the school has a regular supply of soap, anti-bacterial gel, hand sanitiser and cleaning products and that there are sufficient supplies in the school reflecting the increased usage?	The Business Managers and Headteacher have planned sufficient stocks of these items and have good working relationships with key suppliers.	Yes	Severity: Likelihood: <b>Risk Rating:</b>	1 1 <b>1</b>
Are arrangements in place for social distancing within the school setting? e.g. minimising class sizes, staggered lunches etc.	Each class is a designated Learning bubbles with a maximum of 30 pupils per bubble.  Any time out of the classroom will be strictly timetabled to ensure bubbles do not mix. Play times will be staggered and lunches eaten in the classroom. Pupils will be asked to wash their hands following any time out of their classroom.  Teaching and support staff will be based primarily in one class. Wider year group bubbles will be formed to allow staff to cover PPA and other short term absence. Movement of staff between classes will be minimised.	Yes	Severity: Likelihood: <b>Risk Rating:</b>	2 2 <b>4</b>
If teaching assistants are allocated a group of children, have they been fully informed by the teacher of the lesson plans and necessary resources required?	Any HLTA or TA allocated a group of children for a period of time will be fully informed of lesson plans and resources by the group's teacher, the other teacher in the same year group or a member of SLT.	Yes	Severity: Likelihood: <b>Risk Rating:</b>	1 1 <b>1</b>
Have you designed the layout of the classroom to maximise social distancing?	Year 1 - 4 classrooms have been set up with all tables facing the front, with as much distance between the front table and staff as possible. Carpet time will not be used. Reception classrooms have been set up in zones and named, cleanable cushions provided for carpet time. Any spare tables, soft furnishings and unsuitable resources will be moved out of the classrooms and stored. Children will be provided with their own stationery set.	Yes	Severity: Likelihood: <b>Risk Rating:</b>	2 4 <b>8</b>
Have you maximised ventilation in the classroom e.g. opening windows, maximum flow on ventilation systems etc. (noting that fire doors must remained closed)?	Classroom windows and doors to be opened wide by the cleaner in the mornings. Windows and classroom doors to remain open all day. Corridor fire doors to remain closed. Staff instructed that windows should be open a small amount during	Yes	Severity: Likelihood: <b>Risk Rating:</b>	2 2 <b>4</b>

	occupation when cold and opened wide during periods when the room is empty.		
Have you considered learning outdoors?	Outdoor space is limited but all groups will be given the opportunity to have time outside, on a timetabled basis.	Yes	Severity: 1 Likelihood: 1 <b>Risk Rating: 1</b>
Have you removed access to play items and materials where there is a higher risk of cross-infection e.g. soft furnishings, soft toys and those with intricate parts?	All unnecessary items have been removed from classrooms and learning environments and stored elsewhere.  Most soft furnishings and items that are hard to clean to be removed. Those remaining to be cleaned once a week.  No pencil cases, toys or other items from home apart from small backpack, water bottle, lunch box and coat.  Water bottles to be kept on or under the child's desk in years 1-4.	Yes	Severity: 2 Likelihood: 2 <b>Risk Rating: 4</b>
Have you a system in place for cleaning learning/play equipment in between different groups of children using the resources?	Equipment will only be used by one group at a time.  Laptops and iPads will be cleaned between uses as they are put away and used on a timetabled basis.  Any equipment used will be left for cleaning staff to sanitise either in the middle of the day or at the end of the day.  Any small resources that cannot be easily wiped clean e.g. lego will be sterilised and cleaned using Milton between bubbles or at the end of each day they have been used.  The reception and Year 1 outdoor areas and interventions spaces are used by one class at a time and cleaned between classes.	Yes	Severity: 2 Likelihood: 2 <b>Risk Rating: 4</b>
Has each individual child been allocated their own stationery and secured in separate named storage e.g. zipper bags, trays?	Pupils will be allocated their own stationery, to be kept in their trays.	Yes	Severity: 2 Likelihood: 2 <b>Risk Rating: 4</b>
Have you considered limiting shared resources that are taken for further home learning e.g. reading books?	No resources sent home for home learning. E reading scheme in use for home reading tasks.	Yes	Severity: 2 Likelihood: 2 <b>Risk Rating: 4</b>

	Other home learning will sent electronically where possible, using SeeSaw and Tapestry. Paper copies will be provided to those unable to access electronic copies.		
Have you considered further social distancing measures around the school premises e.g. a one-way flow system, different entrances/exits to the classrooms, toilet breaks, staggered playtimes/lunchtimes, corridor dividers?	<p>A one way system will be instigated along main corridors for when groups are moving around school. This is marked out using tape on the floor. Signs have been placed on corridor doors. Up the stairs by the Headteacher office, along the upstairs corridor, down the stairs by the Nest. Most classrooms have only one entrance / exit. A one way system for individual access to toilets is not feasible given the layout of the building.</p> <p>No more than 1 girl and 1 boy per class using the toilet at any one time. Staff to monitor toilet areas where possible.</p> <p>KS2 to use top corridor toilets Year 1 to use ground floor toilets Year 2 to use LG toilet</p> <p>When children need to use the toilet at unexpected times, adults to keep track of who is out of the classroom and investigate promptly if the child does not return.</p> <p>Playtimes will be staggered with a maximum of two groups outside at any one time. One to use front playground, one to use back playground Garden and tiger mulch area used when possible.</p> <ul style="list-style-type: none"> <li>- Staff to encourage children to maintain social distancing by playing suitable games.</li> <li>- Play equipment to be cleaned regularly</li> <li>- Children to wash hands when they return to the classroom.</li> <li>- Wet play activities to be undertaken at individual desks.</li> </ul> <p>Lunchtimes</p> <ul style="list-style-type: none"> <li>- Lunches will be eaten in classrooms. Tables will be sanitised before and after eating and children will wash hands before and after eating.</li> <li>- All lunches to be packed lunches. School provided lunches will be handed out by staff. PPE (gloves) to be worn when handling food.</li> </ul>	Yes	<p>Severity: 2</p> <p>Likelihood: 2</p> <p><b>Risk Rating: 4</b></p>

	- Lunchtime playtime to be managed as per playtimes.		
Have you considered strategies for children with additional needs to support them understanding the new processes e.g. routes around the classroom/building in braille, meaningful symbols, supported learning to understand the new systems in place?	<p>Individual risk assessments to be carried out for high needs pupils.</p> <p>High needs pupils were invited for an individual settling in session in September, to meet their teacher and go through routines and arrangements.</p> <p>Signage used to be visual (e.g. arrows, a hand indicating 'stop') as far as possible.</p> <p>Classroom staff to work with groups to instill routines and ensure all children understand.</p>	Yes	<p>Severity: 2</p> <p>Likelihood: 2</p> <p><b>Risk Rating: 4</b></p>
Have you considered catering and lunchtime provision arrangements?	<p>Reception to Year 2 plus Free School Meal children in years 3 and 4. Lunch eaten in the hall one year group at a time. Classes socially distanced from each other. All children face the same direction. Following sitting faces the opposite direction. Catering staff wear PPE (gloves, aprons, masks). Tables are sanitised before and after eating and between sittings. Children to wash hands before and after eating.</p> <p>Years 3 and 4, packed lunches only, eaten in classrooms. Tables sanitised before and after eating. children to wash hands before and after eating.</p> <p>Children bringing their own lunch to store their lunch under their desk.</p> <p>The school's usual catering provider will be used for school provided lunches. They are responsible for procedures in the production kitchen and for transporting lunches safely to the school.</p> <p>PPE (gloves) to be worn when handling food.</p>	Yes	<p>Severity: 2</p> <p>Likelihood: 3</p> <p><b>Risk Rating: 6</b></p>
Has consideration been made about whether to close some parts of the school to reduce the spread of the virus on surfaces?	<p>No access by pupils to staffrooms and offices</p> <p>Access to offices to those using the office only.</p> <p>All parent meetings to take place in the Burrow. Two members of staff to be present for any safeguarding / SEN meetings.</p>	Yes	<p>Severity: 2</p> <p>Likelihood: 2</p> <p><b>Risk Rating: 4</b></p>



	<p>Agencies meeting with children to take place in the Burrow.</p> <p>Any visitors to be requested to wear a mask whilst on site.</p>		
Do you ensure the cleaning of well used surfaces is increased? e.g. Door handles, communal areas etc?	<p>All door handles, banisters, light switches, toilet doors, printers and other surfaces to be cleaned in the middle of the day and at the end of the day.</p> <p>Tables and chairs to be sanitised as part of lunchtime arrangements and at the end of the day.</p> <p>The reception and Year 1 outdoor areas and interventions spaces are used by one class at a time and cleaned between classes.</p>	Yes	<p>Severity: 2</p> <p>Likelihood: 2</p> <p><b>Risk Rating: 4</b></p>
Have you made cleaning equipment available for staff to use to clean equipment in between group activities? Is this cleaning equipment stored securely in a locked cupboard and clearly labelled?	<p>Each classroom will have a pack of cleaning items: 1 x open and 1x unopened box of tissues 1 x filled hand soap bottle in addition to the tork soap dispenser. Filled hand towels plus 1x unopened pack for top up 1 x bottle of screen and cleaning cloths Ensure bin has a liner with spare at all times.</p> <p>Cleaning equipment to be stored out of sight and reach of children and classrooms should not be left without an adult present.</p> <p>Central stores fully secure and only accessible by authorised staff.</p>	Yes	<p>Severity: 2</p> <p>Likelihood: 2</p> <p><b>Risk Rating: 4</b></p>
Have you made arrangements with cleaning providers for additional cleaning?	The school's cleaning contractor will provide additional cleaning as specified by the school.	Yes	<p>Severity: 1</p> <p>Likelihood: 1</p> <p><b>Risk Rating: 1</b></p>
Do you ensure there is enough staff to manage the number of young people that are using the school?	<p>Each class will have a minimum of two staff, to allow for staff breaks and unexpected absences.</p> <p>Individual risk assessments to be carried out for any children with SEND / behaviour needs that result in them being unable to maintain social distancing.</p> <p>Supply staff used where necessary.</p>	Yes	<p>Severity: 2</p> <p>Likelihood: 2</p> <p><b>Risk Rating: 4</b></p>
Do you ensure the school is up to date with government guidelines in relation to Covid-19? Guidance:	The school receives daily updates from DfE and Somerset County Council, which are distributed to the SLT. The Headteacher attends daily briefings	Yes	<p>Severity: 1</p> <p>Likelihood: 1</p>

<a href="https://www.gov.uk/coronavirus/education-and-childcare">https://www.gov.uk/coronavirus/education-and-childcare</a>	from Somerset County Council and receives advice from the SAPH network and Frome Learning Partnership.		<b>Risk Rating:</b>	<b>1</b>
Have you updated your Business Contingency Plan to take into account the affects that Covid-19 crisis is having or may have on your school?	The Business Continuity Plan was updated in May 2020. The Headteacher has maintained a log for the COVID-19 pandemic.	Yes	Severity: Likelihood: <b>Risk Rating:</b>	1 1 <b>1</b>
Have you reviewed your PEEPs for children needing extra assistance during emergencies?	There are no PEEPs currently in place.	Yes	Severity: Likelihood: <b>Risk Rating:</b>	1 1 <b>1</b>
Where first aid is required do you ensure that people not involved in the incident remain more than 2 metres away from the scene?	All children and staff not directly involved in delivering first aid to maintain 2m from any incident and affected person. Any other staff present to ensure children remain more than 2m away.	Yes	Severity: Likelihood: <b>Risk Rating:</b>	3 2 <b>6</b>
Where first aid is required do you have and ensure that staff with responsibilities to administer First Aid to suspected Covid-19 individuals wear Personal Protective Equipment prior to commencing treatment? (e.g. gloves/apron/fluid-resistant mask/safety glasses)	PPE to be worn for all first aid incidents where COVID-19 is suspected and put on prior to commencing treatment. PPE to include gloves, apron, fluid resistant mask and visor.  Area to be cleaned (using body fluid granules for any bodily fluid spills) and PPE disposed of in lidded bin. Any items contaminated with blood or other bodily fluids to be disposed of in clinical waste bin.	Yes	Severity: Likelihood: <b>Risk Rating:</b>	3 2 <b>6</b>
Where first aid is required, do you assess the situation to identify any infection control measures that need to be put in place before commencing CPR, if required?	If CPR is required, assess situation to identify required infection control measures before commencing CPR. Only apply chest compressions, unless rescue breaths are deemed absolutely necessary (advice to be sought from emergency services).	Yes	Severity: Likelihood: <b>Risk Rating:</b>	3 2 <b>6</b>
Are you aware that you should only apply chest compressions during CPR and to avoid rescue breaths unless it?s deemed to be absolutely necessary?	If CPR is required, assess situation to identify required infection control measures before commencing CPR. Only apply chest compressions, unless rescue breaths are deemed absolutely necessary (advice to be sought from emergency services).	Yes	Severity: Likelihood: <b>Risk Rating:</b>	3 2 <b>6</b>
Do you ensure that the area is cleaned thoroughly following treatment, including the disposal of PPE and any other materials that have been contaminated with blood or bodily fluids?	For minor first aid incidents: Area to be cleaned (using body fluid granules for any bodily fluid spills) and PPE disposed of in lidded bin. Any items contaminated with blood or other bodily fluids to be disposed of in clinical waste bin.  For significant bodily fluid spill or COVID-19 related	Yes	Severity: Likelihood: <b>Risk Rating:</b>	3 2 <b>6</b>

incident: Area to be taken out of use until it can be cleaned and decontaminated by the school's cleaning contractor.		
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**Rosemary Conway**

**Signed .....**

**Dated .....**

**Co-ordinator**

**Signed .....**

**Dated .....**

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