



ESSENDINE PRIMARY SCHOOL RISK ASSESSMENT

Location / Site	Insert location and site where activity taking place
Essendine Primary School	
Activity / Procedure	Insert name/type of activity or procedure being assessed
Reopening of the school	
Assessment date	Insert date when assessment is being carried out
10 th July 2020	
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

Government guidance states for schools states:

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable
- **how contacts are reduced will depend on the school's circumstances and will (as much as possible) include:**
 - grouping children together
 - avoiding contact between groups
 - arranging classrooms with forward facing desks



- staff maintaining distance from pupils and other staff as much as possible

Government guidance for parents concerning re-opening of schools states:

- It is the government's plan that all children and young people, in all year groups, will return to school and college full time from the beginning of the autumn term

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Lack of social distancing in the classroom and school halls resulting in direct transmission of the virus				
Existing level of risk		Consider current level of risk		
HIGH	MEDIUM		LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ul style="list-style-type: none">• Reduce the number of children in the classroom, no more than 30. Classrooms zoned so the teacher can remain two metres from pupils.• Where possible, pupils sit in rows facing the front• Remove excess furniture to increase space if needed• Children keep to their desks when in the room• Social distancing charter created for and with the children – (Go through with staff) (Include instructions how to line up, use of toilet, moving around the classroom etc.)• 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• Children isolated if cannot adhere to charter and spoken to re the need for social distancing• Lessons planned, where possible, for individual or paired work.• Feedback – using large whiteboard and visualizer and interactive whiteboard not close interaction• Mark out an area for the teacher – 2m distancing at front of room• Children to use same desk every• Children stay in the classroom for majority of the day and not mix with other groups• Bags, coats and lunchboxes kept under children’s tables• Where staff are responsible for personal care, appropriate PPE must be worn in line with government guidance.• Where staff need to work across groups or schools, they will maintain social distancing and wash / sanitise their hands between working with each group• Assemblies are cancelled for the foreseeable future• Singing in groups will not take place.				
Remaining level of risk		Consider level of risk following use of control measures		
HIGH	MEDIUM		LOW	NEGLIGIBLE



<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<div>1. All staff and children to use hand sanitiser before using the toilets</div> <div>2. Only one boy and one girl allowed to go to toilet at a time</div> <div>3. Children regularly wash hands throughout the day using 20 second rule.</div> <div>4. Hand gel used after toilet use as well as washing hands</div> <div>5. Extra Signs in toilet re washing hands</div> <div>6. Wedges for the toilet external toilet doors if not fire doors.</div> <div>7. Extra soap ordered to ensure we do not run out</div>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing waiting to enter school and classroom in morning resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<div>1. Staggered drop off and pick up times</div> <div>2. Parents remain outside the school gates and will be instructed not to gather</div> <div>3. If needed put markers outside the classrooms for the children 2 metres apart</div> <div>4. Instructions shared re social distancing between families in the morning with parents and children</div> <div>5. Signage for parents and children explaining expectations</div> <div>6. SLT to be on duty to supervise</div> <div>7. No parents allowed in the school building, other than the main office.</div>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE



<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<div>1. Staggered playtimes and allocated play area in the first instance</div> <div>2. Play equipment to be regularly cleaned and sanitised before being used by another bubble.</div> <div>3. Games discussed which encourage social distancing – football passing, etc</div> <div>4. Staff supervision throughout – actively encouraging and insisting on social distancing – one staff member allocated to a specific class</div> <div>5. Children practice talking 2 metres apart – modelled by staff</div> <div>6. Children remain in their bubbles and then play in smaller pods of 4 outside in allocated zones.</div>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing when eating lunch resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
1. Children eat in the hall, one year group at a time and will sit in their bubbles – one year group is in the playground while the other one eats and then swap. 2. Early years will eat in the unit			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE



<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the corridors resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<div>1. Children stay in their classroom wherever possible</div> <div>2. Children will only use one set of staircases per year group, leading to the outside of the building. Internal staircases to be used by adults only or pupils while under supervision.</div> <div>3. One child to the toilet at one time</div> <div>4. Messages to office via walkie talkie</div> <div>5. Staff use empty classrooms and alcoves to maximise the distance between each other</div> <div>6. Agree instructions with children concerning going and returning to toilet</div> <div>7. When moving class around the school – 2 metres between children – one adult at back insisting the distance is maintained – regular practice this in the first few days</div> <div>8. Minimised movement around the school – messages to be phoned to phase leaders in classrooms.</div>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Contact of shared resources resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<div>1. Children have packs of stationary labelled with their name</div> <div>2. Tubs of resources for individuals if needed – maths cubes etc</div> <div>3. Resources washed in Milton each night and left to dry if not the same person using them the next day</div> <div>4. Tables, door handles and other surfaces cleaned with Milton at the end of each day/session</div> <div>5. Where possible, lessons planned so resources are individual and not shared – or on white board</div> <div>6. Resources on tables ready for lesson and not distributed within the lesson</div> <div>7. Plastic wallets used for individual resources</div> <div>8. Children encouraged to wash hands / use hand gel before lessons and after each lesson</div> <div>9. Doors to remain open</div> <div>10. Staff must not share computers. Teachers required to bring their laptops or use the one within the classroom for planning etc.</div> <div>11. Staff allocated PPA areas with appropriate social distancing.</div>			



Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Visitors to school resulting in increased likelihood of transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<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. Where possible arrange visits outside of school hours2. Keep a record of all visitors3. Ensure site guidance on social distancing and hygiene is explained to visitors on arrival4. Peripatetic teachers, supply teachers and other temporary staff minimise contact with and maintain as much distance as possible from other staff and pupils. They sanitise hands on entry to the school.5. Specialists such as SALT therapists will not enter the classroom to collect children – they will just stand in the door way6. They will have a designated area in which to work, with resources already in place7. They will wash their before and after working with each child or group			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE



Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress of the children			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		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. Recovery curriculum model adopted through PSHE beginning with resilience. This will be linked to academic curriculum and learning behaviours.2. Key Stage One will access this curriculum through stories3. Opportunities for all children to talk about their experiences of lockdown and the pandemic.4. A further layer of support will be provided to those children who demonstrate trauma or who may have been particularly adversely affected.5. Increased opportunities for physical exercise6. Children will all be given the opportunity to play and socialise together at break and lunch time.			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress of the staff – including anxiety			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		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. Inclusion in risk assessment process – input into hazard identification and control measures2. Staff meeting to discuss concerns and shared control measures3. Sharing of support helplines – Employee Assistance4. Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible5. Designated “staff areas” areas for different groups of staff – maybe rota for same area if needed6. Vulnerable staff – strict social distancing – working at school with strict 2 metre distancing measures in place			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE



<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			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<div>1. Hand gel dispenser outside of all classrooms</div> <div>2. Hand gel order in large quantities</div> <div>3. Extra soap dispensers and re-fills in each classroom</div> <div>4. 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</div> <div>5. Washing hands posters replaced in all washing areas</div> <div>6. Reminders how to wash hands properly – videos and posters</div> <div>7. Procedure agreed for children to wash hands to ensure thorough hand washing</div>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<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			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<div>1. All surfaces, handles, toilets and shared equipment will be cleaned each day using Milton</div> <div>2. Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission</div> <div>3. PE equipment will not be shared between bubbles during a half term period</div>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE



<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			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<div>1. Those who are clinically extremely vulnerable can work with adherence to strict 2 metre social distancing from colleagues and children. If it is possible to work from home, this may be an option if appropriate</div> <div>2. Those who are clinically vulnerable can work with adherence to strict 2 metre social distancing from colleagues and children.</div> <div>3. Those living with those that are clinically extremely vulnerable or clinically vulnerable can attend school and work with children or adults adhering to this and other re-opening risk assessments.</div>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<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 someone developing symptoms while in the school resulting in direct transmission of the virus	

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<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. Staff should be vigilant for signs of the virus.2. In the case of a child developing systems, they must be immediately isolated, and parent is to be called.3. Parents must be reminded of isolation expectations4. If the parents are uncontactable, the child is to remain isolated but monitored by a member of staff – three contact numbers MUST be available for all children.5. Parents informed that a government test is required6. If a child enters school whilst a member of the family is displaying Covid 19 symptoms, the parents must be reminded of isolation expectations and the child sent immediately home.7. If a family member becomes ill, the parent must inform the school of the current situation, so that we can monitor the class that the child had been in contact with.	



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Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of distancing in the school office resulting in the direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
1. Only one parent allowed in the main office at any one time 2. Signage to be placed on the gate to this effect 3. Parents urged to phone if they have a query 4. Perspex dividers between desks as well at the main reception 5. No sharing of computers 6. Regular sanitisation of keyboards and desks with alcohol wipes			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of distancing when dealing with first aid provision resulting in the direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<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">Any incidents requiring first aid which occur in the classroom, will be dealt with on the classroom. A designated first aider will be called via the walkie talkie.First aid bags created for each floor, containing appropriate PPE - stored in the halls.If the first aid room needs to be used, appropriate PPE will be available to staff.Display PHE advice on PPE needed on wallThe room will be wiped down after use by the first aider using alcohol wipes			



6. If required, the first aider will call parents and fill in accident form

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

OVERALL level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Assessor's comments		Insert comments relevant to findings as appropriate	

Name of assessor	Signature of assessor	Date

Manager's comments	Insert comments relevant to assessment as appropriate

Name of manager	Signature of manager	Date

Risk assessment reviews	Set future review dates & sign/comment upon completion
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