



**ESSENDINE PRIMARY SCHOOL RISK ASSESSMENT
IN THE EVENT OF LOCKDOWN RESTRICTIONS
SEPTEMBER 2021**

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	September 2021
September 2020 Reviewed Feb 2021	
Assessment serial number	Essendine CVD19 RA Version 2.

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:

<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			
<u>Existing level of risk</u>		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, too no more than 30. Classrooms zoned so the teacher can remain at least two metres way 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 class room/teaching area • Children to use same desk every day • Children stay in the classroom for majority of the day and not mix with other groups • Bags, coats and lunchboxes kept tidily 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. EY Children may sing in small groups if adequately spaced and staff at a safe social distance. 			
<u>Remaining level of risk</u>		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	
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
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"> All staff and children to use hand sanitiser before using the toilets Only one boy and one girl allowed to go to the toilet at a time Children regularly wash hands throughout the day using 20 second rule. Hand gel used after toilet use as well as washing hands Extra Signs in toilet re washing hands Wedges for the toilet external toilet doors if not fire doors. Extra soap ordered to ensure we do not run out Toilets to be checked during the day and cleaned and restocked if required Staff to monitor condition of own/children's skin for dryness. Those with vulnerable skin should use their own skin care products; school may provide non fragrant hand cream if required. 			
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	
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
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"> Staggered drop off and pick up times (Soft start and finish for EY children at start and finish of each school day) Parents remain outside the school gates and will be instructed not to gather If needed put markers outside the classrooms for the children 2 metres apart Instructions shared re social distancing between families in the morning with parents and children Signage for parents and children explaining expectations and reinforced in any communications with parents/carers. SLT to be on duty to supervise No parents allowed in the school building, other than the main office. 			



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	
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
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. Staggered playtimes and allocated play area in the first instance 2. Play equipment to be regularly cleaned and sanitised before being used by another bubble. 3. Games discussed which encourage social distancing – football passing, etc (Excluding ball handling games for the present) 4. Staff supervision throughout – actively encouraging and insisting on social distancing – one staff member allocated to a specific class 5. Children practice talking at least 1 metre apart – modelled by staff 6. Children remain in their bubbles and then play in smaller pods of 4 outside in allocated zones. 			
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	
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
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. 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



Identify hazard		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
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. Children stay in their classroom wherever possible 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. 3. Only one child to the toilet at any one time (Toilets to be checked during the day, clean/restock if required.) 4. Messages to office via phone to reduce movement around the building 5. Staff use empty classrooms and alcoves to maximise the distance between each other 6. Agree instructions with children concerning going and returning to toilet 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 8. Minimised movement around the school – messages to be phoned to phase leaders in classrooms. 			
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	
Contact of shared resources resulting in indirect transmission of the virus			
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. Children have packs of stationary labelled with their name 2. Tubs of resources for individuals if needed – maths cubes etc 3. Resources washed in Milton end of each day and left to dry over night. 4. Tables, door handles and other surfaces cleaned with Milton at the end of each day/session 5. Where possible, lessons planned so resources are individual and not shared – or on white board 6. Resources on tables ready for lesson and not distributed within the lesson 7. Plastic wallets used for individual resources 8. Children encouraged to wash hands / use hand gel before lessons and after each lesson 9. Doors to remain open (To be closed in the case of the fire alarm being sounded) 10. Staff must not share computers. Teachers are required to bring in their own laptops, or use the one within the classroom for lesson planning etc. (Clean with appropriate anti bac/viral wipes after use. 11. Staff allocated PPA areas with appropriate social distancing. 			



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	
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
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. Where possible arrange visits outside of school hours 2. Keep a record of all visitors 3. Ensure site guidance on social distancing and hygiene is explained to visitors on arrival 4. 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 way 6. They will have a designated area in which to work, with resources already in place 7. They will wash their before and after working with each child or group 8. All PPM and maintenance visits should be planned for before/after school hours where possible 			
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 stories 3. 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 exercise 6. 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 measures 2. Staff meeting to discuss concerns and shared control measures 3. Sharing of support helplines – Employee Assistance 4. Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible 5. Designated “staff areas” areas for different groups of staff – maybe rota for same area if needed 6. 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



Identify hazard		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
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. Hand gel dispenser outside of all classrooms 2. Hand gel order in large quantities 3. Extra soap dispensers and re-fills in each classroom (Teachers to ensure that any items used are replaced, George to be contacted.) 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 5. Washing hands posters replaced in all washing areas 6. Reminders how to wash hands properly – videos and posters 7. Procedure agreed for children to wash hands to ensure thorough hand washing 			
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	
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
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. All surfaces, handles, toilets and shared equipment will be cleaned each day using a suitable cleaning agent. 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 3. PE equipment will not be shared between bubbles during a half term period 4. All touch points around the school, i.e., door push plates, hand rails etc will be cleaned at regular intervals during the day. 5. Cleaning schedules to be checked/extended if cleaning is below expected standards. 			
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	
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
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"> 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 Those who are clinically vulnerable can work with adherence to strict 2 metre social distancing from colleagues and children. 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. 			
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	
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

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"> Staff should be vigilant for signs of the virus. In the case of a child developing systems, they must be immediately isolated, and parent is to be called. Parents must be reminded of isolation expectations 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. Parents informed that a government test is required 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. 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

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
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Lack of distancing in the school office resulting in the direct transmission of the virus

Existing level of risk		Consider current level of risk	
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HIGH	MEDIUM	LOW	NEGLIGIBLE
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Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
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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	
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HIGH	MEDIUM	LOW	NEGLIGIBLE
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Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
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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	
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HIGH	MEDIUM	LOW	NEGLIGIBLE
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Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
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1. Any incidents requiring first aid will be dealt with within the class room. A designated first aider will be allocated to each floor.
2. First aid bags created for each floor, containing appropriate PPE - stored in the halls. (Kelly Robertson to ensure all bags restocked if used.)
3. If the first aid room needs to be used, appropriate PPE will be available to staff.
4. Display PHE advice for use on wall



- 5. The room will be wiped down after use by the first aider using alcohol wipes
- 6. If required, the first aider will call the parents and fill in an 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

Reviewed by	Signature	Date
Robin Stokes	RS	18/Feb/2021

Manager's comments	Insert comments relevant to assessment as appropriate

Name of manager	Signature of manager	Date

Risk assessment reviews	September 2021, depending on government/WCC guidelines
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