

**Risk assessment for Loxwood Primary School**  
**Reviewed 14.5.21**

This Risk Assessment has been reviewed using guidance and information from:  
[Schools Operational Guidance May 21](#)

<b>Focus</b>	<b>Area of risk</b>	<b>Recommendations</b> <b>Bullet points that remain the same are highlighted. Changes to other points are recorded in the next column</b>
Safeguarding		<ul style="list-style-type: none"> <li>All policies and procedures regarding the safeguarding of pupils whilst on site (unless stipulated in this risk assessment) will continue as they would under normal school opening practice</li> <li>The onsite DSL (Designated Safeguarding Lead) will be either Ms Kitson or Mrs Winter</li> <li>There are no changes within the fire/evacuation procedures within the school</li> </ul>
Fire safety		
Children	Attendance during pandemic	<ul style="list-style-type: none"> <li>All children are expected to attend from March 8<sup>th</sup> 2021</li> <li>Only children who are symptom free or have completed the required isolation period should attend the setting</li> <li>Children are required to quarantine if having recently visited countries outside the Common Travel Area</li> <li>Children living with clinically vulnerable adults can attend</li> <li>Attendance for children that have been shielding or living with someone that is shielding is explained in the document above</li> <li>Wraparound care provision will resume from 8<sup>th</sup> March</li> <li>Extra-curricular activities will resume after the Spring break</li> </ul>
	Spread of virus Hygiene	<ul style="list-style-type: none"> <li>In each classroom there will be available gloves, cloths (disposable), bin liners, cleaning spray. These will be kept out of reach of children</li> <li>Ensure high levels of hygiene, washing hands on arrival, departure, before and after breaks, when changing rooms and before and after eating</li> <li>Ensure sufficient soap, sinks, towels are provided</li> <li>Hand sanitiser is available, but soap and water is the preference</li> <li>Encourage adults and children not to touch their faces</li> <li>Use 'catch it, bin it, kill it' motto for using tissues</li> <li>Ensure that all rooms provided with bin with swing top lid</li> <li>Only recycle classroom writing paper</li> </ul>

	<ul style="list-style-type: none"> <li>• All bins to be emptied at end of day</li> <li>• Ensure all rooms are well ventilated throughout the day using high windows to reduce low level draughts</li> <li>• Staff to use anti-bacteria spray to clean surfaces throughout the day (at least after each break, food, session) including all door handles, tables and chairs</li> <li>• Uniforms do not need to be cleaned any more than normal</li> <li>• Staff using rooms that do not have access to outside areas will use outdoor learning as part of the school day</li> </ul>
Toilets	<ul style="list-style-type: none"> <li>• Each bubble has its own toilet facilities</li> <li>• Children will be encouraged to wash hands thoroughly after each visit (monitored)</li> <li>• Infants have one toilet with 6 cubicles. Children will be monitored using this space since it will be shared with the three classes</li> <li>• Adults to ensure that traffic is minimised and hand washing is completed thoroughly</li> </ul>
Lunch and breaks	<ul style="list-style-type: none"> <li>• Packed lunches in a plastic wipeable lunch box will be a preference (KS1 and Reception entitled to UFSM)</li> <li>• Breaks staggered so only one bubble will be on playground/field at one time</li> <li>• Adults in class rotate breaks to supervise children</li> <li>• Hot meals and packed lunches will be eaten in hall – infants first. Juniors together but the two bubbles separated. Infants use outside toilets and Juniors use corridor toilets if required during lunchtime.</li> <li>• Tables to be arranged so children are not facing each other whilst eating</li> </ul>
Physical distancing/ grouping (bubbles)	<p>It is impossible to maintain physical distance between primary aged children. This is recognised within government guidance. To reduce the risk of infection the following procedures have been put in place:</p> <ul style="list-style-type: none"> <li>• Adult will support social distancing but parents need to educate children at home to help</li> <li>• Bubbles will be as follows Bubble 1 - Reception, Year 1 &amp; 2 Bubble 2 - Years 3 and 4 Bubble 3 - Years 5 and 6</li> <li>• Tables within classrooms will be set up so that children are facing the front and not each other. As far as possible ensure that the front row of children are seated more than 2m from the teacher at the front.</li> <li>• For the majority of children avoid face to face interaction. Any one - to one - teaching to be done seated alongside</li> <li>• In small group teaching TA/Teacher consider wearing a face covering.</li> <li>• Year 5 has no access to outside space and staff will ensure the room is well ventilated and children are learning outside as often as possible</li> </ul>
Child welfare  Wellbeing and education	<ul style="list-style-type: none"> <li>• Children will be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue.</li> <li>• The curriculum will reflect the need to support the children’s well-being and anxieties before academic rigor</li> <li>• Pupils needing more support will be identified prior to returning and additional adults, resources or strategies put in place to support these children with staff supported by SENDCo</li> <li>• Educational visits are not advised at this time</li> <li>• Only essential visitors will be permitted</li> </ul>

		<ul style="list-style-type: none"> <li>• No overnight trips will be permitted – Reviewed end of March</li> <li>• Assemblies will be held with individual bubbles or using Teams for whole school</li> <li>• Performances and singing (in groups larger than a class) are currently not permitted</li> </ul>
	Resources	<ul style="list-style-type: none"> <li>• Play time – each bubbles to have their own outside play equipment. Reasonable attempts made to clean equipment at end of each day</li> <li>• Limit the sharing of stationery in the juniors. The infants have an enhanced hygiene of hand washing and cleaning of equipment</li> <li>• Children will be allowed to take a reading book home in their book bag</li> <li>• Workstations may be shared but children will not sit facing their peers</li> <li>• Teachers will be able to mark exercise books and provide feedback and support as they would under normal procedures although taking books home would be unadvisable</li> <li>• PE kits to be kept in school</li> </ul>
	Disruption to provision of first aid	<ul style="list-style-type: none"> <li>• Each classroom to have a thermometer</li> <li>• Child to be initially assessed visually by first aider in class</li> <li>• If there is any indication of sickness (non Covid) child will be sent home</li> <li>• In first instance child to be directed to support themselves (if minor injury)</li> <li>• If minor and contact needed gloves to be worn</li> <li>• If further aid needed – first aid room. Initial PPE (gloves, apron and mask)</li> </ul> <p>If child shows symptoms of Covid 19 follow WSCC advice and use emergency PPE in medical room</p> <ul style="list-style-type: none"> <li>• Child to be isolated in medical room supported by lead first aider</li> <li>• Government guidance to be followed thereafter</li> <li>• Parents and staff must be ready and willing to book a test if they are displaying symptoms.</li> <li>• They must also be willing to participate in NHS test and trace procedures to ensure safety of the rest of Loxwood community</li> <li>• Staff and parents must inform school of test and results</li> </ul> <p>Getting tested  <a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a></p> <p>Full details of how the school will manage confirmed cases of Covid 19 amongst the school community can be found  <a href="#">Schools Operational Guidance May 21</a></p>
	Provision of specific SEND requirements within bubbles	<ul style="list-style-type: none"> <li>• Where a child has demonstrated difficulties with social distancing an individual risk assessment will be completed with parents supporting</li> <li>• Where a child’s emotional and social well-being may cause challenging behaviour requiring 1:1 support, prior knowledge and individual risk assessments will be completed with parental support</li> <li>• Supervision with hand washing</li> <li>• Children will not be able to access ‘quiet areas’ or separate rooms</li> </ul>

		<ul style="list-style-type: none"> <li>• Learning mentor support/Emotional literacy support will be provided within the classroom, initially by staff allocated to that bubbles with support of SEND team</li> <li>• If needed specialised staff may be called upon to work with individuals but still maintaining distance and within the child's bubbles</li> </ul>
All staff	Disruption to attendance and ratio of staff to pupil and its impact on health and safety	<ul style="list-style-type: none"> <li>• Staff should only attend the school if they are symptom free, have completed the required isolation period or achieved a negative test result</li> <li>• If any symptoms are displayed staff are required to use testing facility set up by Government and follow guidance regarding isolation etc.</li> <li>• PCR home testing kits are available from school if required</li> <li>• Staff are required to participate in NHS track and trace system if they test positive</li> <li>• If possible teachers receiving PPA should work from home</li> <li>• See above arrangements the same as pupils for when showing symptoms</li> <li>• Individual risk assessments will be provided for staff that request additional adjustments</li> </ul>
	Keep adults safe from infection  Physical distancing/ grouping	<p>Physical distancing is very difficult when working and supporting primary aged children. To reduce the risk of infection the following procedures have been put in place:</p> <ul style="list-style-type: none"> <li>• Staff to wear face masks in communal areas and areas where social distancing is not possible including pick up and drop off</li> <li>• Staff to adopt <a href="#">Rapid Flow Testing</a> government scheme to identify asymptomatic cases</li> <li>• With all children returning staff will only have the staffroom to use during break times; staggered breaks to reduce numbers in the staffroom</li> <li>• Social distancing will remain during break time</li> <li>• Ensure high levels of hygiene, washing hands on arrival, departure, before and after breaks, when changing rooms and before and after eating</li> <li>• Wherever possible staff will remain with their bubbles of children</li> <li>• Staff to bring in their own refreshment needs</li> <li>• If resources are used in staffroom – dishwasher to be used to clean items</li> <li>• Maintaining distance from the children as far as possible</li> <li>• Wash hands regularly and refrain from touching the face</li> <li>• Where possible, meetings and training sessions will be conducted through virtual conferencing</li> <li>• If providing first aid, gloves, apron to be worn and disposed of appropriately after single use</li> </ul>

Communal areas	Higher risk areas	<ul style="list-style-type: none"> <li>• Visitors will be asked to wear a face mask</li> <li>• Screening has been installed at the front desk</li> <li>• Only one person or family group in the front office at a time</li> <li>• Queuing outside for waiting visitors</li> <li>• Sanitize hands on entry</li> <li>• Deliveries are left at the front door</li> <li>• Two metre distancing around front office desk to be maintained by all visitors</li> <li>• Phone will not be answered by multiple people – wipes will be available to wipe down phone after use</li> </ul>
	Front office	
	Hall	<ul style="list-style-type: none"> <li>• Hall to be used for hot meals</li> <li>• Whole school gatherings will not take place</li> <li>• Assemblies will take place in bubbles or individual classrooms</li> <li>• Woodpeckers to use the hall for afterschool care club</li> </ul>
	Library	<ul style="list-style-type: none"> <li>• Woodpeckers to use the library before and after school. Two sections to be used for infants and juniors. Door always to be kept open for ventilation</li> <li>• Learning mentor and SEND groups to use the library and clean after each use</li> <li>• Teachers will collect Accelerated Reader books and/or a range of reading books for pupils</li> </ul>
Parents	Risk of infection whilst dropping off and collecting	<ul style="list-style-type: none"> <li>• Parents to wear face masks at all times when on school property</li> <li>• Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child – we rely on parent’s full support on managing this.</li> <li>• If possible one parent to pick up</li> <li>• If possible, parents do not bring children on site to pick up</li> <li>• Children allocated to classrooms in the infant area come in through alleyway, drop off child at door of allocated classroom and out via class 2 gate into car park</li> <li>• Children allocated classroom 3 and 4 come in through field gate drop off at door to allocated class and back out through field gate</li> <li>• Children allocated to classroom 6 to use gates near their room for both drop off and pick up</li> <li>• When parents are waiting to drop off or collect their child, physical distancing will be maintained</li> <li>• Parents will be asked to not enter the school for any reason unless absolutely necessary</li> <li>• Parents are asked as far as possible to not communicate with staff on drop off – staff will need to be concentrating fully on supporting children in the new routine</li> <li>• Start and end of day procedures – see attached map</li> <li>• We will request that parents do not drive or park in Badgers Way to allow social distancing at the additional entrances and exits that will be in use</li> </ul>
	Physical distancing	
Pick up and drop off		
Staggered start to day		
	Communications	<ul style="list-style-type: none"> <li>• All communication between parents and the school can be done via phone or email</li> <li>• Parents will continue to receive weekly newsletter</li> <li>• Text messages will be used for information required to be accessed immediately</li> </ul>

Visitors	Visits	<ul style="list-style-type: none"> <li>• Pre-arranged visits will be agreed on a priority and need basis and approved by Headteacher</li> <li>• Deliveries, post, fruit will be left on table between two entrance doors</li> <li>• Brakes to deliver kitchen food via back door to kitchen</li> </ul>
Risk of infection	Hand Washing	<ul style="list-style-type: none"> <li>• All children and staff will wash their hands upon arrival at school</li> <li>• Children and staff members will be encouraged to wash their hands frequently</li> </ul>
Hygiene and Health & Safety	Cleaning	<ul style="list-style-type: none"> <li>• An enhanced cleaning schedule has been implemented that includes furniture, surfaces and children's toys and equipment</li> <li>• Communal areas, touch points and hand washing facilities will be cleaned and sanitised regularly</li> </ul>
	Waste disposal	<ul style="list-style-type: none"> <li>• All waste will be disposed of in a hygienic and safe manner.</li> <li>• Tissues will be disposed of using bins with lids.</li> </ul>
	Risk assessment	<ul style="list-style-type: none"> <li>• All activity will be risk assessed and due consideration given to any adaptations to usual practice. It is expected that this will include, but not be limited to the suspension of learning experiences involving materials which are not easily washable such as malleable materials and the suspension of the sharing of food and utensils</li> </ul>
	PPE	<ul style="list-style-type: none"> <li>• Government guidance is that PPE is not required for general use in primary school settings to protect against COVID- 19 transmission. PPE to continue to be worn as normal first aid procedures including a mask if staff requires</li> <li>• Emergency PPE (four packs) have been provided by WSCC for use if a child shows symptoms of Covid 19</li> </ul>
Premises	Building	<ul style="list-style-type: none"> <li>• Windows will be kept open where possible to ensure there is good ventilation</li> <li>• Corridors will become one-way for pupils (if needed but situations will be rare due to children staying in their bubbles)</li> </ul>
	Resources	<ul style="list-style-type: none"> <li>• Resources for play will be cleaned where possible at the end of day by staff, where not possible this equipment won't be used for 72 hours</li> <li>• Equipment used by staff such as stationery, tablets etc will be allocated to individual staff members where possible and cleaned regularly</li> <li>• Reading books can be brought to and from school and home</li> <li>• Library and Accelerated Reader books can be borrowed</li> </ul>
Disruption to Supply chain	Procurement & monitoring	<ul style="list-style-type: none"> <li>• The school will try to ensure that there are adequate supplies, however currently there is disruption in the supply chain</li> <li>• If supplies are impossible to locate then the risk to open will be reassessed</li> </ul>

<p>Responding to a suspected case</p>		<ul style="list-style-type: none"> <li>• The school will follow guidance in <a href="#">School Operational Guidance May 21</a> regarding what to do if someone tests positive</li> <li>• If two cases are reported within the school within 14 days advice from PHE will be sought – 2 or more cases could be considered a ‘cluster’ of cases and additional measures may be advised (PHE 0800 046 8687)</li> <li>• In the event of a child developing suspected coronavirus symptoms whilst attending the school, they should be collected as soon as possible and isolated at home in line with the NHS guidance</li> <li>• Whilst waiting for the child to be collected they will be isolated from others in a previously identified room or area with good ventilation</li> <li>• The staff member responsible for the child during this time should be a staff member from their ‘bubbles’ and will use PPE accordingly</li> <li>• The area should be thoroughly cleaned immediately or where possible, if the area can be left unvisited it can be then cleaned after 72 hours</li> <li>• The person responsible for cleaning the area will wear appropriate PPE</li> <li>• In the event of a staff member developing suspected coronavirus symptoms whilst working at the school, they should return home immediately and isolate at home in line with the NHS guidance</li> <li>• Testing for any suspected coronavirus case is strongly recommended and in the case of staff, is required. A negative PCR result where the person is also well and not suffering any other ailment, will mean that they are able to return school following existing policy requirements</li> </ul>
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