

# STAINES PREPARATORY SCHOOL



## Social Distancing Health & Safety Risk Assessment All year groups

<b>Review Procedure:</b>	Reviewed daily prior to School opening on 1 <sup>st</sup> September 2020.
<b>Persons Responsible: Business Manager</b>	Jon Philpott
<b>Approved by: Headmistress</b>	Samantha Sawyer 24 <sup>th</sup> August 2020

## Social Distancing Health & Safety Risk Assessment – All year groups

<b>Location / Site</b>	Staines Preparatory School 3 Gresham Road, Staines-Upon-Thames TW18 2BT.
<b>Activity / Procedure</b>	Reopening to whole school
<b>Assessment date</b>	20 <sup>th</sup> August 2020 until opening – constant review

This Risk Assessment has been created and updated reflecting the latest Government guidance available on the following website:

<https://www.gov.uk/coronavirus/education-and-childcare>

<b><u>Identify hazard</u></b>	<b>Lack of social distancing in the classroom</b> resulting in direct transmission of the virus		
<i>WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS</i>			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<p><b>These control measures are to encourage space between children where possible for as long as possible during the school day.</b></p> <ol style="list-style-type: none"> <li>1. Remove excess furniture and resources to increase space.</li> <li>2. Social distancing classroom rules created by the teacher for and with the children – children do not need to line up. Chairs indicate distance from each other. Discussion with class about moving around the classroom.</li> <li>3. Rules re-visited and linked to school rules – lots of praise for adherence.</li> <li>4. Use of outdoor space utilised more. Teachers to allocate time slots if they are going to be teaching on the playground. Outdoor learning for maths and English to be promoted.</li> <li>5. Staff allowed to stay at adult height – no requirement for getting to child level for interactions and interactions carried out where possible from a distance</li> <li>6. Children to use same desk if returning next day.</li> <li>7. Teacher and Learning Support Teacher who are assigned to this group of children and stay with these children throughout the day and on subsequent days. Year groups do not mix whilst in school.</li> <li>8. Bags to go under pegs. Coat on pegs. Trays under the table to be used for personal belongings that remain at school.</li> <li>9. No soft toys in the classroom, anything that cannot be cleaned with anti-bacterial spray must be removed.</li> </ol>			

<b><u>Identify hazard</u></b>		<b>Lack of social distancing using toilets and poor hygiene</b> resulting in direct and indirect transmission of the virus	
<i>WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS</i>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p><b>These control measures are to encourage space between children where possible and increase use to recommended hygiene levels.</b></p> <ol style="list-style-type: none"> <li>1. Toilet cubicles separated by year groups..</li> <li>2. Hand gel to be used after toilet use as well as washing hands. Washing hand signage placed in toilets. Hand gel use as they enter the classroom.</li> <li>3. Children use paper towels to dry hands and must put in the closed top bins.</li> <li>4. Wedges for the toilet external toilet doors, this reduces touching the door handles but it is also a heavy door and enables younger children to go to the toilet without a TA. Children encouraged to open inside doors using elbow.</li> <li>5. Extra soap/hand gel ordered to ensure we do not run out.</li> <li>6. Children can bring own hand cream to remain at school for increased hand washing leading to sore hands.</li> </ol>			

<b><u>Identify hazard</u></b>		<b>Lack of social distancing waiting to enter school and classroom in morning</b> resulting in direct transmission of the virus	
<i>WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS</i>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p><b>These control measures are to encourage space between children where possible as children move around the school.</b></p> <ol style="list-style-type: none"> <li>1. Strict one way system to be adhered to in the car park near the Trade Gate, outside the front gate and outside the side gate. 4 separate entrances/exits for year groups. Year 6 = Trade gate, Year 1 = front gate, Reception and Nursery = side gate, Keyworker Children=Main Office</li> <li>2. Parents are not allowed to enter the school.</li> <li>3. Parent will arrive at allocated time, drop child to adult on the gate and then leave.</li> <li>4. Parent will arrive for pick up at same drop off point at allocated time, child will be brought to parent and they immediately leave.</li> <li>5. Parents for that year group will be given separate drop off and pick up times to ensure minimal contact can occur.</li> <li>6. Instructions shared re social distancing between families prior to return to school and discussed fully with children so that they can guide their parents.</li> <li>7. Signage for children displayed outside the classroom.</li> </ol>			

Gate	Year Group	Start Time	Finish Time
Trade	2	8.30	3.40
	4	8.40	4.00
	5	8.50	4.10
Main	6	8.50	4.10
	3	8.30	4.00
	1	8.40	3.30
Council	R	8.30	3.20
	N	8.40	4.00

<b>Identify hazard</b>		<b>Lack of social distancing during playtimes and lunchtimes</b> resulting in direct transmission of the virus	
<i>WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS</i>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p><b>These control measures are to encourage space between children where possible but enable the children to play freely and run around.</b></p> <ol style="list-style-type: none"> <li>1. Staggered and extended outdoor playtimes for each bubble group. Groups will have allocated break time slots and designated areas:</li> <li>2. Reduced playtime equipment – hard surfaces that can be easily cleaned – balls, skipping ropes, hoops. Trim trail and climbing wall will not be in use.</li> <li>3. Games discussed which encourage social distancing in class prior to going out.</li> <li>4. Utilise additional outdoor spaces such as the ‘Sanctuary’ and field.</li> <li>5. Staff supervision throughout – actively encouraging and insisting on social distancing.</li> </ol>			

<b>Identify hazard</b>		<b>Lack of social distancing when eating lunch</b> resulting in direct transmission of the virus	
<i>WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS</i>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p><b>These control measures are to encourage space between children where possible when they are eating their lunch.</b></p> <ol style="list-style-type: none"> <li>1. Children will remain in their bubbles at lunchtime, and will not be able to mix with those from other bubbles.</li> </ol>			

2. They will take their lunch breaks over a staggered period of time, entering the hall at set times, being kept 2m apart from other bubbles. Strict hygiene measures will be in place to ensure the safety of children and staff. Tables and chairs will be cleaned before the next sitting takes place.
3. It is anticipated that a hot lunch will be provided. Lunch time sessions will however, need to be reduced to allow time for all children to eat lunch and have an outside playtime.

<b>Identify hazard</b>		<b>Lack of social distancing in the corridors</b> resulting in direct transmission of the virus	
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> <li>1. Children staying in their classroom and accessing outside from classroom door or designated year group doors</li> <li>2. Messages to office via designated phones for specific year groups. A member of staff will be assigned to use the phones in the zones that are active.</li> <li>3. When moving class around the school –metre between children – where possible, one adult at back ensuring the distance is maintained – regular practice this in the first few days.</li> </ol>			

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Contact of shared resources</b> resulting in indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Resources washed in antibacterial solution at the end of each day and left to dry</li> <li>2. Tables, door handles and other surfaces cleaned regularly throughout the day using anti-bacterial spray</li> <li>3. Resources provided for each child in their own tray. Children have restricted choice of resources</li> <li>4. Children encouraged to wash hands / use hand gel before lessons and after each lesson</li> <li>5. Outdoor resources restricted each day and separate outdoor times and spaces</li> <li>6. Soft toys and furnishes including bean bags removed from the classroom before opening</li> <li>7. Books will not be available for children to read, online reading books are available.</li> <li>8. Outdoor playground equipment allocated to the group of children will be cleaned straight after use.</li> </ol>			

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Emotional distress of the children</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. 1 metre social distancing ELSA provision available for children who are distressed</li> <li>2. Thrive curriculum to be delivered for first two weeks to support children’s well-being – slowly increasing the cognitive load</li> <li>3. Comfort given from a distance – at adult height</li> </ol>			

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Emotional distress of the staff – including anxiety</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Inclusion in risk assessment process – input into hazard identification and control measures</li> <li>2. Staff meeting – virtually – to discuss concerns and shared control measures</li> <li>3. Sharing of support helplines – Health Assured and others</li> <li>4. At least one SLT member of staff on site every day for staff to share concerns with</li> <li>5. Separate risk assessment for the office area</li> <li>6. Designated “staff areas” – minimise number of staff in a room to allow 1 metre distance</li> <li>7. Allocated time for planning and preparation within the week especially for those with children in school</li> <li>8. PPE masks / face coverings / visors offered to staff working with children</li> </ol>			

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of spreading virus due to close contact with children – 1:1 and restraint</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Designated area for individual child and 1:1 adult</li> <li>2. Individual pupil risk assessments in place as appropriate.</li> <li>3. Face masks purchased and guidance given on cleaning and disposal.</li> </ol>			

4. Disposable aprons ordered
5. Extra gloves ordered
6. Some visors also ordered if needed
7. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk. If children are putting other staff at risk they will be sent home.
8. PPE offered to staff for those working in close contact with children

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of spreading virus due to poor hygiene</b> resulting in indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Hand gel dispenser outside of all classrooms</li> <li>2. Hand gel order in large quantities</li> <li>3. Handwashing PHSE lessons, songs and rhymes</li> <li>4. Extra soap dispensers and re-fills in each classroom</li> <li>5. Extra hand washing bowls in each classroom</li> <li>6. 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</li> <li>7. Washing hands posters replaced in all washing areas</li> <li>8. Reminders how to wash hands properly – videos and posters</li> <li>9. Procedure agreed for children to wash hands so thorough hand washing</li> <li>10. Tissues/Paper Towels will be placed in to a closed bin</li> </ol>			

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of infection due to lack of cleaning</b> resulting in indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. All surfaces, handles, toilets and shared equipment will be cleaned each day using anti-bacterial spray – This will be disposed after use into a clinical waste bin</li> <li>2. PPE will be worn by all cleaning staff</li> <li>3. Some PE equipment will be rotated and will be cleaned after use</li> <li>4. Soft furnishings and soft / cloth toys will be removed from use in classrooms</li> <li>5. Deep cleaning of classrooms used by the Keyworker children before re-opening</li> <li>6. Cleaners to return to work before the school re-opens. School has been cleaned daily throughout the summer</li> </ol>			

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of illness of vulnerable staff and family members</b> through direct and indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Those who are clinically extremely vulnerable (those who have received a letter from Government or clinician) or living with someone who is clinically extremely vulnerable are to work from home</li> <li>2. Those who are clinically vulnerable – those strongly advised to social distance in the original guidance are to work at home or work in school adhering to strict 2 metre social distancing from colleagues and children.</li> <li>3. Those living with those that are clinically vulnerable can attend school and work with children or adults adhering to this and other re-opening risk assessments.</li> <li>4. Issuing of all relevant risk assessments to staff concerning returning to work – and allow them to comment and contribute</li> <li>5. Separate risk assessment for staff who are clinically vulnerable</li> </ol>			

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of illness of vulnerable children and family members</b> through direct and indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Children who are clinically extremely vulnerable – those being shielded should not attend school</li> <li>2. Children who are extremely vulnerable, parents should seek medical advice concerning the children returning to school</li> <li>3. Children living with someone who is clinically vulnerable must attend school</li> </ol>			

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>A pupil or staff member becomes unwell with suspected coronavirus symptoms</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	



1. If a pupil becomes unwell with suspected coronavirus symptoms, the parent/guardian will be contacted and the pupil moved to an isolation room. If they need to go to the bathroom while waiting to be collected they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. The child will be sent home with advice to self-isolate and to ring NHS 111 service who will provide advice on self-isolation and testing. Testing will also include any symptomatic members of their household.
2. PPE should be worn by staff caring for the child whilst they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).
3. If a member of staff becomes unwell they will be moved to an isolation room and a test booked for them as a key worker through the online digital platform.
4. In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk.
5. The school will take action to notify all others who may be affected.
6. The school will follow guidance on cleaning/decontamination of all affected areas

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>A pupil or member of staff test positive for coronavirus</b>			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<p>Where the school is notified of a pupil or staff member who has tested positive for coronavirus, the rest of their bubble will be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</p> <p>As part of the Government’s new national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England’s local health protection teams will conduct a rapid investigation and will advise the school on the most appropriate action to take.</p>			