

Andoversford Primary School

RISK ASSESSMENT FOR SCHOOL PROVISION from 01.09.2020

What is the risk: Catching and/or spreading Covid-19 which is a new highly contagious infectious disease affecting the lungs and airways. People who are infected with Covid-19 can become severely ill. The disease is fatal for many, although cases appear to be more severe for individuals who are clinically vulnerable or clinically extremely vulnerable.

Who may be at risk: Employees, pupils and young people, families (parents, carers, siblings), visitors, contractors, members of public.

Vulnerable groups: this risk assessment considers vulnerable groups which the NHS lists as 'people at high risk (clinically extremely vulnerable)'; and 'people at moderate risk (clinically vulnerable)'. An individual risk assessment may be appropriate for vulnerable employees, employees who are BAME and those who are very anxious about returning to their workplace.

AREA	IDENTIFIED RISK	Control Measures	BY WHOM	REVIEWED
Access Control	Risk of contamination between children, staff, parents and sites	any individuals who are showing symptoms of Covid-19 are not permitted to enter the site. Individuals who are unwell other contagious illnesses should not attend the school site. Updated on 14.09.2020 to reflect practice: Any visitors who arrive at the school site must be asked 3 questions and receive a satisfactory answer before being allowed entry: Do you have any symptoms of Covid-19? Have you come into contact with anyone who has symptoms of Covid-19 in the last 14 days? Have you returned from an area requiring quarantine in the last 14 days?	everyone	daily
	Risk of contamination between children, staff, parents and sites	share information about how to obtain a test with any individuals and their parents/ carers if applicable who are showing symptoms of Covid-19	Head	if/when the need arises

Risk of contamination between children, staff, parents and sites	All staff, pupils and parents must engage with the Track and Trace programme and self-isolate when told to so do. If returning from a country outside the UK, which requires a quarantine period, the individual must self-isolate for 14 days. Parents must inform the school if they are advised to self-isolate for any reason.	Head	if/when the need arises
Risk of contamination between children, staff, parents and sites	If a child or adult in any of the bubbles shows symptoms of Covid-19, they will be asked to stay at home until a test result is obtained. Following a positive test result for Covid-19 all children and adults from within the 'bubble' group must self-isolate for 14 days	everyone	if/when the need arises
Risk of contamination between children, staff, parents and sites	Parents/ carers to follow guidance about transport and walk or cycle to school wherever possible	parents/ carers	daily
Risk of contamination between children, staff, parents and sites	parent/carers to remain outside building (access for parents only to playground gate) at hand over and pick up. Only one adult should arrange the collection or drop off and other siblings should not come onto the site.	parents/ carers	daily
Risk of contamination between children, staff, parents and sites	staggered start and finish times for children according to alphabetical surname to limit number of children and parents in the same area	parents/ carers	weekly
Risk of contamination between children, staff, parents and sites	Only one entrance/exit used for collection and drop off. This will be supervised by the headteacher a member of school staff and floor markings will be used to ensure social distancing.	everyone	weekly
Risk of contamination between children, staff, parents and sites	adjust entrance points to the site so that pupils, parents and visitors use a one-way system to access and leave the premises.	everyone	weekly

Risk of contamination between children, staff, parents and sites	Headteacher-A member of school staff will monitor entry/exit points to ensure expectations are being adhered to	head	daily
Risk of contamination between children, staff, parents and sites	Adults to supervise groups of children moving around the school to ensure that paths do not cross. One class must wait at least two metres away while another moves past. Adults to ensure system is followed and pupils walk around site in a smart line to avoid collision.	staff; children	daily
Risk of contamination between children, staff, parents and sites	After school clubs will only be offered within a bubble group so that additional contact between pupils is reduced.	parents/ carers	daily
Risk of contamination between children, staff, parents and sites	parents/ carers must ensure that strict social distancing guidelines are followed when not at school, including not gathering at the school gates	parents/ carers	daily
Risk of contamination between children, staff, parents and sites	Request any parent communication is done by email - phone the school only in an emergency situation	everyone	weekly
Risk of contamination between children, staff, parents and sites	Updated 14.09.2020: Any face-to-face parent meetings that are organised must be pre-arranged. Parents must sign in at the office, use hand sanitiser and follow the outdoor one-way system to access the classroom. Inside the classroom, a screen will be in place and at least 2m distance kept between staff and the parent visitors.	everyone	weekly

	Risk of contamination between children, staff, parents and sites	No admittance to any non-essential visitors. Any approved visitors must strictly adhere to COVID-19 Procedures and risk assessments, including by using hand sanitiser on entry to the building. Visitors working with pupils (e.g. coaches and peripatetic teachers) to conduct activities outside, or in the largest well-ventilated space (e.g. hall).	staff	daily
	Risk of contamination between children, staff, parents and sites	Ensure changes in normal procedures are clearly communicated to all pupils, staff, parents/ carers and other stakeholders. Display clear signage with advice to follow	Head; SBM	weekly
Infection Control	Risk of contamination between children, staff, parents and sites	Resources such as pencils/books/rulers/maths equipment/ on their own space/ desk and not shared	children	weekly
	Risk of contamination between children, staff, parents and sites	Two separate interaction bubbles to be formed: EYFS and KS1 will form one bubble and the two KS2 classes will form the other. The whole bubble will only ever be together in the hall for lunchtimes with as much distance as is practical, or outside for break and lunchtimes.	staff; children	weekly
	Risk of contamination between children, staff, parents and sites	children kept within their class group with the same adult group supporting them throughout the day. PPA cover will be provided by consistent adults.	staff; children	weekly
	Risk of contamination between children, staff, parents and sites	Bubble groups must not mix for educational or social interactions	staff; children	daily
	Risk of contamination between children, staff, parents and sites	where children from different bubbles will use the same area (e.g. hall) tables and chairs will be cleaned between access for each group.	children; staff	daily

Risk of contamination between children, staff, parents and sites	resources must not be shared across groups without cleaning in between uses. Where PE or outdoor play equipment will be used by another pupil within the same group, thorough handwashing must occur.	children; staff	daily
Risk of contamination between children, staff, parents and sites	staff to use each mug, cup, plate etc. once only and then place in the dishwasher. If emptying the dishwasher, staff must wash and sanitise their hands before handling clean crockery.	staff	on going
Risk of contamination between children, staff, parents and sites	children in each group to use allocated toilets. Adults will supervise toilet visits until pupils consistently use the facilities whilst maintaining social distance and high behavioural standards.	children; staff	ongoing
Risk of contamination between children, staff, parents and sites	prop doors open and open windows to ensure good ventilation inside the building when the area is in use. Ensure these are closed after the area is vacated.	children; staff	daily
Risk of contamination between children, staff, parents and sites	children in each group to sit at the same place/desk when they are in school with desks places as far apart as possible	children; staff	daily
Risk of contamination between children, staff, parents and sites	In Early Years and Key Stage 1 children do not routinely sit at desks to work and therefore it would not be feasible to maintain desks at a distance. Additional cleaning of tables should take place before children work at tables and additional handwashing should take place after any such activity.	children; staff	daily
Risk of contamination between children, staff, parents and sites	school resources must not be taken home. Any school items (e.g. books) that are returned to school must be kept in a decontamination box for at least 72 hours before being returned into the classroom. Pupils must wash or sanitise their hands before and after handling books on the bookcases.	children; staff	daily

Risk of contamination between children, staff, parents and sites	children must not bring unnecessary items into school	parents/ carers; children	daily
Risk of contamination between children, staff, parents and sites	children to wear clean uniform every day	children; parents	daily
Risk of contamination between children, staff, parents and sites	Children should change into PE or Outdoor learning kit for the relevant sessions. The kit will be sent home after it has been worn for washing and should be returned to school on the day of the next session. Teachers will inform parents of the days that different kits are needed in school.	children; parents	daily
Risk of contamination between children, staff, parents and sites	Wherever possible reduce number of staff members moving between classes. Where this does need to happen, ensure adults who enter different groups maintain social distancing and take additional care with hand hygiene.	staff	weekly
Risk of contamination between children, staff, parents and sites	remove items that cannot easily be cleaned from classrooms or restrict their use	staff	weekly
Risk of contamination between children, staff, parents and sites	In Early Years and Key Stage 1, children need access to shared resources such as construction toys as part of their development. It would not be feasible, or support their education, to remove these completely. Staff will limit the number of areas used for continuous provision and remove some items. However the additional control will be managed through additional cleaning of resources where possible, and additional handwashing for pupils.	children; staff	daily

	Risk of contamination between children, staff, parents and sites	Keep touch points to a minimum, children should keep all items in their own bag and should not touch possessions of others	children; staff	ongoing
	Risk of contamination between children, staff, parents and sites	prop doors open and leave open to reduce touch points	children; staff	daily
	Risk of contamination between children, staff, parents and sites	if someone becomes unwell with symptoms of Covid-19 whilst on site they must be immediately isolated (office). Children must be collected immediately and whoever is looking after them must wear PPE (including gloves, apron, surgical face mask and eye protection if there is excess body fluid)	staff; parents	if/when the need arises
Social Distancing	Risk of infection spreading through close contact	children and adults should use external means to get around the site where possible. When using internal corridors use the left hand side. In areas where high traffic may occur (e.g. cloakrooms) floor markings and adult supervision will be used to ensure no contact is made.	everyone	weekly
	Risk of infection spreading through close contact	adult supervision when using the corridor or toilet areas to ensure that pupil numbers in these areas are limited and that expectations (Keep, left, distance markers) are adhered to. Once children demonstrate they can adhere to these expectations, adults can allow them to leave the classroom independently to go to the toilet or cloakroom. Adults must not let more than one pupil out of the designated room at any time and will initially monitor the corridor area from the classroom door or window to ensure children are complying with the expectations.	staff; children	daily

Risk of infection spreading through close contact	Additional markers placed in front of sink areas to ensure that children have support to maintain their distance when handwashing in the main cloakroom. Extra bin and Green paper towels added to the cloakroom for children to dry hands effectively.	staff; children	daily
Risk of infection spreading through close contact	organise classrooms so that desks/tables are spaced as far apart as is practical and organise seating into rows or horse-shoe formations	staff	weekly
Risk of infection spreading through close contact	Whole school activities, e.g. assemblies are kept to an minimum and are held in outside areas with children from each group kept separate.	staff; children	weekly
Risk of infection spreading through close contact	At lunchtime the hall will be used for dining, however pupils will be spaced on alternate seats so that they are not directly facing one-another.	staff: children	weekly
Risk of infection spreading through close contact	staff to plan activities that can be done outside in larger spaces where possible	staff	weekly
Risk of infection spreading through close contact	adults to maintain 2 metres distance wherever possible or practical to do so especially from each other	staff	ongoing
Risk of infection spreading through close contact	Teaching staff are encouraged to complete any tasks that they need to do at school and then leave the school site to reduce adult interaction with cleaning staff.	staff	ongoing
Risk of infection spreading through close contact	use external doors where possible - reduce use of internal corridors and 'pinch points'	children; staff	daily

	Risk of infection spreading through close contact	Some adults or children may choose to wear a face covering when in close contact with others as they do in other areas of society. This is allowed, however to be fully effective face covers should cover the nose and mouth fully and they should not be touched or adjusted once in place. At present the use of face coverings in primary schools is not recommended in classrooms.	children; staff	daily
	Risk of infection spreading through close contact	where resources need to be shared, e.g. PE or playground equipment, children must wash or sanitise hands after use.	children; staff	ongoing
	Risk of infection spreading through close contact	children to be encouraged to keep their distance from one another wherever possible or practical and wash hands after every activity to do so e.g. only one at water trough, sand tray, sinks, keep on same tricycle or bike,	everyone	as practical, after each session
Cleaning and Hygiene	Risk of contamination from surfaces or through poor personal hygiene	display correct handwashing techniques and encourage good hygiene with posters in key areas. Some pupils with sensitive skin have developed dry hands or sore areas. When these are noticed inform the HT who can let parents know and encourage the parents to provide E45 or similar moisturiser for the pupil to use during the school day.	everyone	weekly
	Risk of contamination from surfaces or through poor personal hygiene	Updated 14.09.2020: Where access to sinks is limited, ensure access to clean water is available for pupils to dampen hands - when this is not free-flowing from a tap, ensure the 'contaminated' water is kept separate from clean water. After hand soap has been used, hands must always be rinsed with free-flowing water from a tap.	everyone	weekly

Risk of contamination from surfaces or through poor personal hygiene	provide jumbo timers for pupils to use to ensure that handwashing is completed for 20 seconds	staff	daily
Risk of contamination from surfaces or through poor personal hygiene	follow good personal care advice and use e-bug resources to teach correct techniques - share with parents to reinforce at home	everyone	weekly
Risk of contamination from surfaces or through poor personal hygiene	pupils and adults are encouraged to avoid touching their faces, especially mouths, noses and eyes	everyone	daily
Risk of contamination from surfaces or through poor personal hygiene	any items that a child has placed into their mouth must be immediately removed kept away from other until it can be disinfected	staff	daily
Risk of contamination from surfaces or through poor personal hygiene	hand wash and hand sanitiser available in all areas of the school, e.g. in every classroom; every toilet area/ cloakroom and the staffroom	staff	daily
Risk of contamination from surfaces or through poor personal hygiene	wash or sanitise hands for 20 seconds on entry to building and on every subsequent entry to building and before and after food and any activities that share resources or are in close proximity	everyone	weekly
Risk of contamination from surfaces or through poor personal hygiene	regular reminders about good personal hygiene including how to sneeze or cough, using tissues and keeping hands clean. Supervised handwashing for children who need additional support.	staff; parents	daily

	Risk of contamination from surfaces or through poor personal hygiene	staff to wash hands after using communal areas e.g. photocopier or fridge. Staff must use a cloth with warm soapy water or spray disinfectant to wipe down fridge handles, kettle handles, tap and the side after using the staffroom.	children; staff	daily
	Risk of contamination from surfaces or through poor personal hygiene	Thorough cleaning of the whole school every evening with all touch points and surfaces disinfected	cleaning staff	ongoing
	Risk of contamination from surfaces or through poor personal hygiene	surface sprays and cloths available in every classroom to ensure surfaces can be cleaned as necessary.	staff	daily
	Risk of contamination from surfaces or through poor personal hygiene	all surfaces to be cleaned with warm, soapy water before using a surface spray to disinfect	staff; cleaning staff	daily
	Risk of contamination from surfaces or through poor personal hygiene	following a positive test result for Covid-19 a full deep clean of the affected area(s) must be carried out following guidance from Public Health England	Head; SBM; Cleaning Staff	if/when the need arises
Pupil Well-being	Risk of pupils being adversely affected or anxious due to the trauma caused by the pandemic	All pupils will be invited back for a full education from 01.09.2020 When pupils are absent due to quarantine (e.g. awaiting test results or after a foreign visit) online activities will be provided.	head	daily

Risk of pupils being adversely affected or anxious due to the trauma caused by the pandemic	daily briefing and regular reminders by teachers/ TAs to pupils so that they understand and can follow the guidelines	staff	daily
Risk of pupils being adversely affected or anxious due to the trauma caused by the pandemic	staff plan additional outdoor and physical activities	staff	weekly
Risk of pupils being adversely affected or anxious due to the trauma caused by the pandemic	staff plan additional PSHCE sessions linked to mental health, feelings and how to manage these. Additional coaching linked to resilience for pupils in KS2 through BRAVE sessions delivered by Glos Rugby coaches	staff	daily
Risk of pupils being adversely affected or anxious due to the trauma caused by the pandemic	staff to identify any parents or children who are struggling and offer additional support via PSA	staff	Use My concern
Risk of pupils being adversely affected or anxious due to the trauma caused by the pandemic	Explain and continually remind children why we are not touching each other, offering cuddles and reassurance in usual manner or playing closely with each other. Be strict on this if you want them to stay well	everyone	daily

	Risk of pupils being adversely affected or anxious due to the trauma caused by the pandemic	identify any pupils who may additional risk factors, including those who are vulnerable and those with special education needs and/disabilities	staff	weekly
	Risk of pupils being adversely affected or anxious due to the trauma caused by the pandemic	create individual risk assessments with individual plans/procedures for pupils who need individualised support	staff	weekly
	Risk of pupils being adversely affected or anxious due to the trauma caused by the pandemic	use GHLL, Anna Freud and Facts4Life resources to support mental health and wellbeing	staff	daily
	Risk of pupils being adversely affected or anxious due to the trauma caused by the pandemic	Staff to watch out for signs of stress and anxiety amongst pupils and report these to the parents and the headteacher for additional support	staff	daily
Staff Well-being	Staff may be adversely affected by stress or anxiety as a result of the pandemic	Staff and HT to watch out for signs of stress and anxiety amongst colleagues and report these to the Head teacher	staff	daily
	Staff may be adversely affected by stress or anxiety as a result of the pandemic	HT to plan wellbeing activities for staff	staff	weekly

Staff may be adversely affected by stress or anxiety as a result of the pandemic	regular check in with head or whatever pastoral system is in place, at least every other day for those off site	head	weekly
Staff may be adversely affected by stress or anxiety as a result of the pandemic	staff who are extremely clinically vulnerable to be offered the option to work from home. Staff who are clinically vulnerable but not clinically extremely vulnerable encouraged to attend school site, initially completely tasks with lowest risk and least contact with others.	head	weekly
Staff may be adversely affected by stress or anxiety as a result of the pandemic	Insist that staff do not attend if they feel unwell	head	weekly
Staff may be adversely affected by stress or anxiety as a result of the pandemic	refer to OH and OH helpline if required (if it is operational) or other mental health option	head	weekly
Staff may be adversely affected by stress or anxiety as a result of the pandemic	create individual risk assessments to explore and mitigate any risks for staff who are vulnerable	head	ongoing
Staff may be adversely affected by stress or anxiety as a result of the pandemic	involve staff in planning activities and risk assessments to identify and mitigate individual risks	head	weekly
Staff may be adversely affected by stress or anxiety as a result of the pandemic	Head to make use of Cluster support	head	ongoing

Safeguarding	ensure that Keeping Safe in Education is kept as a priority to ensure pupils safety.	make sure phone contacts are checked with parents before attending school in case child becomes unwell, suggest two contacts minimum	parents/ carers; staff	this will need to be reviewed if children or staff coming from other sites
	ensure that Keeping Safe in Education is kept as a priority to ensure pupils safety.	Walkie-Talkie to be taken outside alongside the first aid bag to call for assistance from the school office.	staff	daily
	ensure that Keeping Safe in Education is kept as a priority to ensure pupils safety.	monitor pupils and be vigilant for signs of abuse	everyone	report any major concerns to social care as usual
	ensure that Keeping Safe in Education is kept as a priority to ensure pupils safety.	First Aid: if first aid is being provided the adult will not be able to maintain 2m distancing. Any adults administering first aid must wear full PPE, including protective gloves, apron, face mask and eye protection and ensure any items used are disposed of in sanitary bins. At least one staff member with First Aid qualifications will always be on site.	staff	ongoing

By undertaking the above preventative measures, the risks associated with contracting or spreading Covid-19 are reduced.

The above Risk Assessment follows the GCC Covid-19 Risk Assessment Process for Schools and Educational Settings. The Headteacher and Governing Board of Andoversford Primary School have agreed the preventative measures and will continue to monitor outcomes.



Date Agreed by FGB: 18.05.2020

Signed: R.B.McKay (Headteacher)
S. Hewlett (Chair of Governors)

Updated 14.09.2020

