

Andoversford Primary School

RISK ASSESSMENT FOR SCHOOL PROVISION from 01.06.2020

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.	everyone	daily
	Risk of contamination between children, staff, parents and sites	share testing information with any individuals and their parents/ carers if applicable who are showing symptoms of Covid-19 Amended on 03.06.2020: If a child or adult in any of the bubbles shows symptoms of Covid-19, a temporary closure of the bubble will be enforced whilst 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	Head	if/when the need arises
	Risk of contamination between children, staff, parents and sites		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 Updated 10.06.2020 : Staggered start times to be upheld with 10 minute slots to ensure adequate time for children to arrive and wash hands. Finish times could be reduced to 5 minute slots if the system continues to work swiftly with increased numbers. HT to share update on newsletter to ensure parents maintain social distance and keep younger siblings within reach.	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 and floor markings will be used to ensure social distancing. adjust entrance points to the site so that pupils, parents and visitors use a one-way system to access and leave the premises.	parents/ carers	weekly
Risk of contamination between children, staff, parents and sites	Headteacher monitoring entry/exit points to ensure expectations are being adhered to	everyone	weekly
Risk of contamination between children, staff, parents and sites	Added on 03.06.2020 : Traffic flow system created to access the school field. Ash Class to use side gate and access the field on the office side. Oak Class to use entrance and exit nearest the classroom. Beech Class will remain in their classroom until Willow Class have returned inside. Adults to ensure system is followed and pupils walk around site in a smart line to avoid collision.	everyone	weekly
Risk of contamination between children, staff, parents and sites	Headteacher monitoring entry/exit points to ensure expectations are being adhered to Added on 03.06.2020 : Traffic flow system created to access the school field. Ash Class to use side gate and access the field on the office side. Oak Class to use entrance and exit nearest the classroom. Beech Class will remain in their classroom until Willow Class have returned inside. Adults to ensure system is followed and pupils walk around site in a smart line to avoid collision.	head	daily
Risk of contamination between children, staff, parents and sites	after school and/or breakfast club options will not be available to ensure pupils do not cross-contaminate 'bubble' groups	staff; children	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	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	Phone calls to the school office to be diverted to Home Office for SBM. SBM can contact the HT by mobile phone for any emergencies.	SBM; Head	daily
	Risk of contamination between children, staff, parents and sites	No admittance to any non-essential visitors. Check any transport is approved and who you were expecting e.g. taxis, lunches check ID of any visitors as with all safeguarding but especially at present time , do not allow access unless you are convinced there is a need	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	children kept in smaller class sizes - initially max 15 with the same adult group supporting them throughout the day. Group sizes will be matched to the area the class is being held	staff; children	weekly
	Risk of contamination between children, staff, parents and sites	groups must not mix for educational or social interactions	staff; children	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	staff	on going

Risk of contamination between children, staff, parents and sites	children in each group to use allocated toilets and be supervised in corridors when visiting them	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	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.	children; staff	daily
Risk of contamination between children, staff, parents and sites	Added on 03.06.2020: Children to be given 3 reading books on return to school - these should be selected through consultation with pupils but only one adult should touch the books on the shelf. When returned to school the books must be kept isolated for 3 days before returning to circulation.	children; staff	daily
Risk of contamination between children, staff, parents and sites	children must not bring unnecessary items into school - lunchbox and water bottle; coat; hat and sun protection only. Updated 10.06.2020: HT to remind parents of this expectation on the newsletter.	parents/ carers; children	daily
Risk of contamination between children, staff, parents and sites	children to wear clean uniform every day. Coats and bags should be kept on the child's individual peg and children must only collect their own property.	children; parents	daily

Risk of contamination between children, staff, parents and sites	<p>Added on 03.06.2020: If outdoor sessions are planned, children should wear leggings or jogging bottoms which are long and long-sleeved top. Staff to send a text home to ask children to wear these items to school for the day instead not bring a change of clothes.</p> <p>Amended on 10.06.2020: Wherever possible reduce</p>	children; parents	daily
Risk of contamination between children, staff, parents and sites	number of staff members moving between groups. 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. staff to avoid touching items used by pupils, including	children; staff	daily
Risk of contamination between children, staff, parents and sites	books. Where feedback about work is given this should be verbal or modelled examples drawn/written on a white/board rather than in the child's book	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 no-body to touch possessions of others	children; staff	ongoing
Risk of contamination between children, staff, parents and sites	own lunches or packed FSM provided for lunches rather than hot meals	everyone	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. Updated on 10.06.2020 : Where children are sufficiently mature they can 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. Added on 03.06.2020 : Additional markers placed in front of	staff; children	daily
	Risk of infection spreading through close contact	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	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	Updated 10.06.2020: lunch to be eaten in the classroom, or in the hall area. Where two groups are being supervised in the same space, a minimum of 2 metres must be kept between groups and the adult must ensure that the two groups are not mixing.	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	Added 03.06.2020: 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	where resources need to be shared, e.g. PE or playground equipment, children must wash 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.	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 every classroom; every toilet area/ cloakroom and the staffroom	staff	daily
Risk of contamination from surfaces or through poor personal hygiene	wash 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.	children; staff	daily
Risk of contamination from surfaces or through poor personal hygiene	Added 03.06.2020 : Hand sanitiser made available in the Conquer room near the photocopier	children; staff	daily
Risk of contamination from surfaces or through poor personal hygiene	Thorough deep clean every night 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	increase cleaning of touch points, including a cleaner visiting each class at lunchtime to clean hard surfaces. Update on 24.06.2020 Lunchtime visit from cleaners to concentrate on door frames, handles, switches, taps and toilets rather than desks and chairs. Bins emptied and bin lids thoroughly cleaned at lunchtime. Desks will be cleaned by teachers and pupils during the day.	staff	weekly
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	prioritise provision for pupils according to the groups identified by the Government: Vulnerable pupils and those with parents who are critical workers; YR; Y1; Y6. Head to identify further priorities for wider opening Y5; Y4; Y2; Y3 to ensure each new group invited into school can be welcomed safely Updated on 10.06.2020 : Pupils from non-priority year groups to be invited into school on a rota basis to ensure some provision is offered to all. Rotas will be on a week on/week off basis to avoid cross contamination	head	daily
	Risk of pupils being adversely affected or anxious due to the trauma caused by the pandemic	daily briefing 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	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 or DSL calls

staff

Use My concern

Risk of pupils being adversely affected or anxious due to the trauma caused by the pandemic

offer a suggested timetable for home learning for pupils unable to attend the school site

children and staff

daily

Risk of pupils being adversely affected or anxious due to the trauma caused by the pandemic

Ensure a mix of fun and educational activities for home learning to reduce pressures

children; staff

daily

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 - update - Pottery painting activity planned with social distancing on 22.06.2020 and further chunky knitting workshop planned for Autumn Term	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 have increase vulnerability to work from home	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	identify any staff who have additional risk factors and offer the opportunity to work from home	head	ongoing
	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.	mobile phones may be needed to contact staff members in other areas of the building. Ensure their use is kept to a minimum and that personal mobile devices are used for phone contact only. Reminder on 24.06.2020 All staff to carry mobile phones for emergencies and make sure they are switched on.	staff	daily
ensure that Keeping Safe in Education is kept as a priority to ensure pupils safety.	Update Welfare check spreadsheet weekly and DSL to contact vulnerable families for support and monitoring	staff	ongoing
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.	Updated on 10.06.2020 In EYs: whenever possible 2 adults should be present with each smaller class to allow for supervision of handwashing/toilet visits whilst maintaining safe ratios. In Key Stage 1 and 2: one adult to be allocated to each group with HT and 'floating' TA to supervise pupils when respite is required.	staff	ongoing
ensure that Keeping Safe in Education is kept as a priority to ensure pupils safety.	Added 03.06.2020 : Children of key workers or children who are vulnerable encouraged to attend every day as planning must include the maximum figure. If children are not attending every day, parents to ensure that the office have been informed which days their children will attend by Friday for the following week.	staff; parents	weekly

ensure that Keeping Safe in Education is kept as a priority to ensure pupils safety.	<p>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 protective gloves 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.</p> <p>Update on 24.06.2020 As Mrs BM is on duty at lunchtimes, a single point of contact organised to phone for support with ice-packs/first aid resources at lunchtimes. Between 12 and 12:30 Miss DB to be contacted; between 12:30 and 1:00 Mrs W. Phone Mrs BM at all other times.</p>	staff	ongoing
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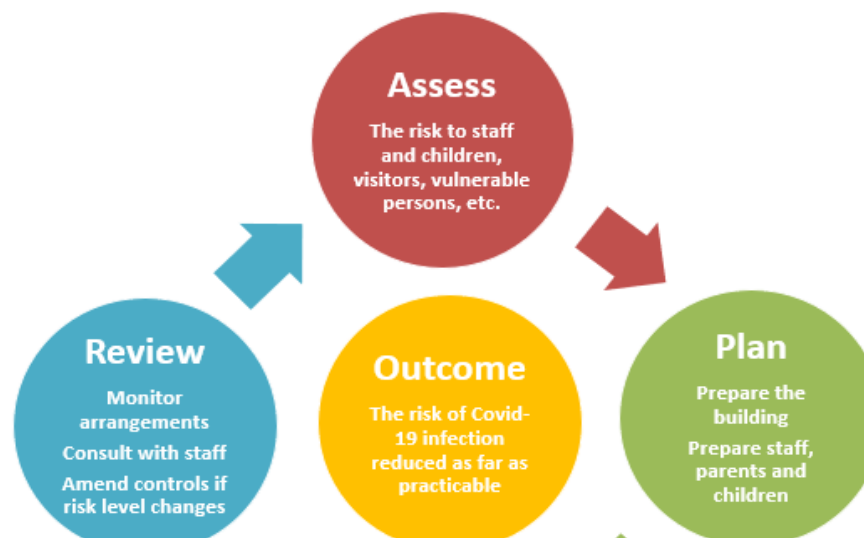
By undertaking the above preventative measures, the risks associated with contracting or spreading Covid-19 are reduced.

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)

Monitored by
Headteacher and
Governors on
04.06.2020



Monitored by
Headteacher and
Governors on
11.06.2020

Monitored by the
Headteacher and
Governors on
17.06.2020 - no
changes this week.

Monitored by the
Headteacher and
Governors on
25.06.2020

