

# West Green Primary School Risk Assessment

## COVID-19 (Coronavirus) Transmission Risk Management

Amendments: Governors consultation May 14<sup>th</sup> 2020 – recorded in blue.

Amendments: AH 20<sup>th</sup> May 2020 – recorded in green, 26<sup>th</sup> June – recorded in brown, August- recorded in purple. Governors September – recorded in dark red  
October – recorded in light blue

Timetables and rotas are set out in separate documents.

### System of controls

This is the set of actions schools must take as outlined by government guidance.

### Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

### Response to any infection:

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

Topic:	COVID-19	People at Risk: Pupils, Staff, Parents and Visitors			
Assessment carried out by:	A Hodgson in consultation with Governors, Staff, Parents and Pupils.	Date:	MAY 2020	Date of Review:	Ongoing – Live Document

**This risk assessment is a public document for pupils, parents, staff and governors of West Green Primary School. It is a live document and will be reviewed and updated in response to feedback received from all stakeholders. Its presence should not be assumed to take the place of personal vigilance in reducing the spread of COVID-19.**

There are key points of government guidance which must be considered when reading this document:

**We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2m apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account. Schools should therefore work through the hierarchy of measures set out in our guidance:**

- **avoiding contact with anyone with symptoms**
- **frequent hand cleaning and good hygiene practices**
- **regular cleaning of settings**
- **and minimising contact and mixing**

**It is still important to reduce contact between children and staff as far as possible, and settings can take steps to achieve that and reduce transmission risk by ensuring children, and staff where possible, mix in a small group and keep that small group away from other people and groups.**

**Taken from:**

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

Hazardous activity	Risk	Control Measures
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Hazardous activity	Risk	Control Measures
Arrival and Departure	Extremely High	<p>Lanes will be marked out on the path for adults and children to use when arriving and departing from school. Both gates will be opened at the beginning and end of the day to enable a 'red gate in, blue gate out' system to operate. <b>All people arriving on site will have to adhere to social distancing.</b> Signage around site will also make this clear.</p> <p>Arriving parents and children who find they have to queue will be encouraged to make use of the field in order that they do not block the entrance/exit area.</p> <p><b>There will be target arrival and departure times for each class which will be made clear in a separate document, and communicated to parents in advance.</b></p> <p>All children will have a specific door by which to enter and as they arrive/are dropped off they should enter immediately. Accompanying parents should then cross to the exit lane and leave.</p> <p>Children who are upset upon arrival can be comforted by a member of staff (see section on necessary contact), but if children are still upset then parents should remove them to a distance away from the building and get them ready to arrive in school before approaching again.</p> <p>Parents will not be allowed to loiter when dropping off their child and will not be allowed into the school premises.</p> <p><b>When parents arrive to collect their child they should be released straight away (within reason) as this will avoid parents having to wait around. Staff should be especially aware of this when parents are collecting children from several classes.</b></p> <p><b>Staff will encourage parents who want to share information at the start of the day to wait until pupils have entered the building to avoid queues building up.</b></p> <p>Parents will be encouraged to use email or make a phone call to talk to the office about anything they need to communicate to the school <b>if possible, to reduce contact with the office and use of the small foyer.</b></p> <p>All Year <b>4, 5 and 6</b> parents are being asked to reconfirm whether their child is able to walk home on their own, as we realise that in these circumstances that decision may have changed since permission was originally given.</p>
Face Coverings	Low	<p><b>The school has a process for removing face coverings when pupils and staff who use them arrive at school. Pupils must be instructed not to touch the front of their face covering during use or when removing it. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</b></p> <p><b>Any adult or child that has a risk assessment that states they should wear a face covering or face shield will be allowed to do so throughout the day.</b></p> <p><b>In accordance with current guidance, all adults entering the building to speak to the main office should wear a face covering. See more details under contractors and other visitors.</b></p>

Hazardous activity	Risk	Control Measures
In Class Provision	High	<p>Children have returned to school in full classes of 30. Classes will be allocated the same staff as much as is possible, but some contact with other teachers for the purposes of cover will be necessary. The number of classes each member of staff is asked to teach will be limited as much as is practical.</p> <p>Keystage 2 PPA cover will be covered by one member of staff. This staff member will be based in Year 6 at other times, and will adopt a more stringent distancing style when teaching classes other than Year 6. Year 1 and 2 PPA will be taught by a different member of staff in order to reduce the number of classes that specific staff have contact with.</p> <p>The Headteacher, Deputy and other staff who normally have contact with a range of classes will limit and take note of the number of classes they have entered or worked in in a given week. This will allow working across the whole school with 'reset' periods at weekends.</p> <p>Unnecessary furniture and soft furnishings has been removed from the classrooms. Children will sit in rows, facing forwards. Staff will limit the number of seating changes to only those necessary to maintain good order in the classroom. In accordance with current guidance, KS2 staff will be able to identify which children have sat by each other should this information become relevant – for example for track and trace purposes.</p> <p>The goal distance of two metres is not possible within the school building, but it remains as a target to be achieved where possible. Reception children will be encouraged to distance from each other, and take part in their learning separately. Staff will remind them about this periodically, but not excessively.</p> <p>Pupils will store bags, coats and lunches in the classrooms. Bulky coats may be hung up by an adult. Cloakrooms should be completely clear. No personal items other than stationery are allowed in school – such as toys, games or personal books (other than the Power of Reading book previously sent home).</p> <p>Reading books can now be sent home as normal, but classes should have a system in place to 'rest' books for a minimum of 48 hours.</p> <p>All unnecessary clutter has been removed from classrooms and stored elsewhere. Staff should be vigilant against build-up of clutter.</p> <p>Doorstops will be in use in all classrooms for the internal doors and must be kept in place during the day in order to minimise the need to open and close the door. This is not a fire risk, as these doors are not fire doors. The only exception to this is the Reception classroom door which should be kept open with the provided fire closure device.</p> <p>Children will have frequent handwashing as a feature of their in-class routine. This will be on arrival, hourly and before and after breaks and lunchtime. Children will be instructed in how to social distance and why.</p> <p>Adults should collect and drop off the register to the office.</p> <p>All classrooms are to be well ventilated throughout the day. Use of doors, windows and skylights as appropriate. Teachers are encouraged to make use of outdoor spaces where possible, however, contact with other pupil groups must be avoided.</p>

Hazardous activity	Risk	Control Measures
Necessary Contact	Extremely High	Necessary contact with children includes leading smaller children by the hand when they are reluctant to do as asked, or do not wish to enter the school building at the start of the day. All parties involved should use a sensible approach to this and limit the contact if possible. Handwashing/hand sanitising should be done as soon as possible afterwards. Other contact should be avoided. If restraint of a child in danger, or presenting a danger to others is required, staff should follow the usual school policy for this. This should be seen as a last resort however, where the danger is immediate and no other solution presents itself.
Breaks and Lunchtime	High	Breaks and lunchtimes will be staggered – a separate timetable will be provided for this. No group of 30 children or the staff allocated to them should intermingle during these times.  Hot dinners for Year 3,4,5 and 6 will be served (in that order) from a mobile servery in the teaching kitchen.  Reception, Year 1 and 2 classes will have their own section of the dining hall and allocated staff. Staff will collect plates from children once they are finished to avoid bubbles crossing at the bin. Staff will manage children entering and leaving the dining hall to avoid cross bubble contact.  Talking will be discouraged whilst eating in order to speed up the sitting. In other areas, including lining up and play outside, children will be reminded and encouraged to conform to social distancing. The lunchtime lining up queue will be marked out with 'spots' in order to maintain distancing.
Movement Around School	Medium	A 'keep left' system will be in operation in the corridors and class teachers should instruct children in how this works. The government has stated the following: "While in general groups should be kept apart, brief, transitory, contact such as passing in a corridor is low risk." A medium risk is presented where adults or children bunch together or gather and linger in doorways or corridor 'choke' points' and doorways in particular. Staff should avoid this and instruct children not to do it. Most corridor furniture has been removed in order to facilitate safer movement around the building.
Gatherings and cross transmission	Medium	The following activities will not take place until further notice: Visits to other settings or venues, pupils sent to the office with non-urgent messages or to receive the Head Teacher's award. The HT and DHT will hold single-class assemblies on a rota basis, limited to one per day. All events such as Parent Invite assemblies, Parent's Evening and other events that involve gathering in groups are on hold and will not take place.  Parent's evenings will be conducted by zoom using school accounts.  The teaching kitchen is out of use until further notice and no cooking activities will take place in school.
Use of Resources	High	Children from Year 2 to 6, and should be provided with, or bring a small container to keep their own pen, pencil, rubber etc... in. They should not share these with others. These can be named and neatly stored in the classroom at the end of each day.

Hazardous activity	Risk	Control Measures
		<p>Reception and year one staff should regularly clean shared resources on a rota basis and limit the number of resources in regular use in order to make this more feasible. Hard plastic resources should be favoured over soft toys and natural resources. Dressing up clothes and other soft shared resources should be removed.</p> <p>Advice says that lessons with practical resources are possible, but extra cleaning should be put in place when using these resources. Staff should plan to minimise risk when using practical equipment, and should consider alternatives wherever possible. Special care should be given to cleaning ICT equipment as this is especially prone to harbouring bacteria and viruses.</p> <p>The school now aims to return to a full curriculum, including design and technology and music (but not singing). Resources such as musical instruments will be rested for 48 hours between use as they are impractical to clean.</p>
PE lessons	Medium	<p>Activities in PE should maintain social distancing <i>where appropriate</i>, and take place outside if at all possible. <i>However, the principle method of reducing contact in school is the bubble system, with social distancing as an additional measure. For this reason, PE activities where closer proximity occurs are now possible. Contact activities that involve tackling for example, are not allowed.</i></p> <p>All PE equipment should be cleaned before first use and also after the lesson. For this reason, no gymnastics equipment other than mats is to be used.</p> <p>No class groups should mix or pair up with others for PE activities.</p>
Toilets	Extremely High	<p>Children in Years 1-6 should use the main pupil toilets. Reception children should use the Reception toilets. <i>Main toilet doors will be wedged open at the start of the day by the cleaning company to avoid the need to touch them. A screen is in place which means the boys urinals can still be used privately.</i></p> <p>No more than three pupils are allowed in the toilets at any one time. Staff should explain this to pupils and make sure that they understand.</p> <p>Staff will be very vigilant for groups of pupils gathering in the toilets. Pupils will be encouraged to use their allotted break times and lunchtimes to go to the toilet. During class visits <i>can</i> be accompanied by a member of staff where possible to check for more than 2 other pupils in the toilet area, <i>but with greater numbers of pupils in school a degree of trust around this is allowable as it is impractical to keep checking.</i></p>
Illness	Extremely High	<p>Pupils that become ill with suspected Covid-19 should be isolated in the medical room, and collected from school as soon as possible. If staff have to stay with the pupil, then they should use PPE. The medical room should be thoroughly cleaned after the pupil has left before it is used by anyone else.</p> <p>The school will take advice if there is a confirmed case of Covid-19, <i>as certain year groups may have to isolate, and increased cleaning may be required.</i></p> <p>No pupil, member of staff, <i>parent, or any other person</i> who has a temperature or continuous cough, or any other reason to suspect that have Covid-19 should attend the site.</p> <p><i>The school is actively engaged with the 'track and trace' programme.</i></p>

Hazardous activity	Risk	Control Measures
Adults in School	Medium	<p>Adults in school are responsible for their own social distancing and should take appropriate measures in staff shared areas and whilst moving around the school. No staff member should take offence at being reminded by another about social distancing guidelines whilst at work.</p> <p>General guidance regarding no more than 2 households meeting inside, and 6 people outside, also apply to the workplace where the meeting is not for work purposes. Gatherings of more than 6 people are illegal where the purpose is not work related.</p> <p>A new timetable allowing breaks and lunchtimes to go back to a more normal structure has been created. Staff will still need to supervise individual classes however. At the moment classes will not be combined for lunchtime supervision purposes.</p> <p>Staff may also make use of the nursery building during breaks and lunchtime.</p> <p>No volunteers are to attend the site.</p>
Contractors and Other Visitors	Medium	<p>Generally, contractors and other workers who need to attend site in order to carry out their work will be allowed to attend as normal. They should adhere to the social distancing and handwashing guidance, and should not spend time around staff or children unless this is part of their work.</p> <p>Contractors will be made aware of how to maintain social distancing on site in the area that they will be working, and any risks to children will be managed on a case-by-case basis.</p> <p>Visitors on site should wear a face covering unless their work involves contact with pupils or staff. For example, an electrician attending the site would be expected to wear a face covering throughout their visit. A counsellor visiting to liaise with staff and work with pupils is not required to wear a face covering. This is because teachers and children do not have to wear face coverings during the school day, and these visitors are carrying out similar activities.</p> <p>Some visitors may wear face coverings to enter the building, but then remove them during a meeting providing social distancing is possible. Examples might be a social worker visiting a child, or police officers visiting school leaders.</p>
Clinically Vulnerable Children	Extremely High	<p>Clinically Extremely Vulnerable children, or children who live with someone who is Clinically Extremely Vulnerable are now advised that in almost all cases it is safe to return to school as the number of cases is much lower.</p> <p>The school cannot provide any extra social distancing assurances for specific pupils.</p> <p>It is beyond the scope of this document to cover all medical eventualities, so parents should contact the school to discuss their child's specific needs before sending them in to school.</p>
Clinically Vulnerable Adults BAME adults Other at-risk	High	<p>Clinically Extremely Vulnerable staff, Clinically Vulnerable staff, or staff who live with someone who is Clinically Extremely Vulnerable are now advised that in almost all cases it is safe to return to work as the number of cases is much lower.</p> <p>Any member of staff may have an individual risk assessment carried out. This includes those in the BAME group and other at-risk groups.</p>

Hazardous activity	Risk	Control Measures
groups		
Cleaning and Sanitisation	High	<p>The school has been thoroughly deep cleaned <b>over the summer</b>, and the standard and level of contract cleaning has been significantly increased.</p> <p>Staff will also clean key areas in the classroom and other areas that children use <b>regularly</b> – such as, but not exclusively, taps, door handles, table tops and chairs. <b>Older children can assist with the cleaning of their classroom.</b></p> <p>Reception equipment will be sterilised with Milton on a rotational basis.</p> <p>The schools regular cleaning company will attend the site during the day to do a midday clean of taps, door handles, toilet seats and other key areas.</p> <p>On arrival, children should either use hand sanitiser or wash their hands at the classroom sink. Soap and hand sanitiser will be supplied. Lidded bins for disposal of paper towels and tissues are available in each classroom and emptied twice daily. Each classroom should have a good supply of tissues.</p> <p><b>Children do not need to bring their own hand sanitiser to school.</b></p>