

West Green Primary School Risk Assessment

COVID-19 (Coronavirus) Transmission Risk Management

Governors consultation: Amendments made May 14th 2020, September 2020, Consultation discussion at each Full Governing Body meeting.
Other amendments: 20th May 2020, 26th June 2020, August 2020, November 2020, January 2021, February 2021.
Amendments March 2021: [recorded in blue](#)

This risk assessment has been revised by making reference to the document 'Schools coronavirus (Covid-19) operational guidance February 2021' and the current West Sussex advice for Risk Assessment.

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	Review
Arrival and Departure	High	<p>Lanes are 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. This will enable social distancing, and make arriving and departing lanes clear.</p> <p>Arriving parents and children who find they have to queue will be encouraged to step back in order that they do not block the entrance/exit area.</p> <p>There will be target arrival and departure times which are made clear in a separate document, and communicated to parents in advance.</p> <p>As of 22nd March 2021 the arrival window has been adjusted to allow more time before 9am for working parents. A slightly staggered finish is in operation for KS1 and 2 which accommodates government directives around teaching time and also allows for smooth departure. This is under review on a regular basis.</p> <p>All children 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. 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. Parents will not be allowed to loiter when dropping off their child and will not be allowed into the school premises.</p> <p>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.</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 if possible, to reduce contact with the office and use of the small foyer.</p> <p>All Year 4, 5 and 6 parents are 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	Medium	<p>Mask wearing by adults in school will be according to government guidance, which is: "In primary schools, we recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas)." and "Face visors or shields should not be worn as an alternative to face coverings." More clarity is provided on the government website about face coverings: Face visors or shields: A face visor or shield may be worn in addition to a face covering but not instead of one. This is because face visors or shields do not adequately cover the nose and mouth.</p>	

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		<p>This means masks should be worn by:</p> <ul style="list-style-type: none"> • Contractors and other visitors when moving around the school and using shared spaces • Any adults within 2m of another adult for more than passing contact <p>Adults who are medically exempt from wearing a face covering do not have to do so.</p> <p>Children in primary school do not need to wear a face covering. SLT will discuss with parents if they wish their child to wear a mask, and reach an agreement about this. Generally speaking this will be allowed if parents wish it.</p> <p>The school has a process for removing face coverings which applies to both children and adults. Face coverings should be donned and doffed without touching the front of the face covering. Temporary face coverings should be disposed of in a covered bin. Reusable face coverings should be placed in a sealable plastic bag when not in use.</p> <p>The school does not provide face coverings for staff as a matter of course, as it is recognised that most people now have access to their own face coverings. However, an emergency supply will be available where needed.</p>	
In Class Provision	High	<p>Children are returning to school in full classes of 30. Classes are 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>Children and staff will keep to their class 'bubbles', having separate breaks and lunchtimes.</p> <p>Unnecessary furniture and soft furnishings have been removed from the classrooms. Staff will limit the number of seating changes to only those necessary to maintain good order in the classroom. In accordance with government guidance, classrooms will be organised with forward facing seating in Keystage 2. In Keystage 1 and Early Years, the decision has been made to allow grouped seating as this is more conducive to effective teaching for these groups.</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. 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>	

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		<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>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>Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied and enclosed area.</p> <p>All classrooms are to be well ventilated throughout the day. Use of doors, windows and skylights as appropriate. Staff must balance the need to ventilate rooms with the requirement to keep indoor spaces at a reasonable working temperature. As a minimum, indoor spaces for working must be at or above 16 degrees C. Staff and pupils are encouraged to wear warm clothing and extra layers. Uniform rules have been relaxed in order to make this easier.</p> <p>Teachers are encouraged to make use of outdoor spaces where possible, however, contact with other pupil groups must be avoided.</p>	
Necessary Contact	Extremely High	<p>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.</p> <p>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.</p>	
Breaks and Lunchtime	High	<p>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.</p> <p>Hot dinners for Year 3,4,5 and 6 will be served (in that order) from a mobile servery in the teaching kitchen. Year R, 1 and 2 will have separate sittings in the dining hall (including packed lunches) and will use one side of the hall for a single class.</p> <p>During eating the hall tables with integrated stools will be allocated to individual classes, and cleaned thoroughly between use.</p>	

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		<p>In other areas, including lining up and play outside, children will be reminded and encouraged to conform to the 2-meter rule.</p> <p>The lunchtime lining up queue will be distanced, and only one class will line up at a time.</p>	
Movement Around School	Medium	<p>A 'keep left' system will be in operation and class teachers should instruct children in how this works.</p> <p>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."</p> <p>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.</p>	
Gatherings and cross transmission	Medium	<p>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.</p> <p>The Head and Deputy will hold single-class assemblies on a rota basis, limited to one per day.</p> <p>All events such as Parent Invite assemblies and other events that involve gathering in groups are on hold and will not take place. Parent's evening will be conducted by Zoom or phone.</p> <p>The teaching kitchen is out of use until further notice and no cooking or other food preparation activities will take place in school.</p>	
Use of Resources	Medium	<p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils should have their own items.</p> <p>Classroom based resources, such as books and games, can be used and shared within the bubble. These should be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles, such as sports, arts, and science equipment should be cleaned frequently. When sharing equipment between different bubbles, you should either:</p> <ul style="list-style-type: none"> • clean it before it is moved between bubbles • allow them to be left unused for a period of 48 hours (72 hours for plastics) <p>Outdoor playground equipment should be more frequently cleaned than normal.</p> <p>Pupils should limit the amount of equipment they bring into school each day, including essentials such as:</p> <ul style="list-style-type: none"> • lunch boxes • hats and coats • books • stationery • mobile phones <p>Bags are allowed.</p>	

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		<p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</p> <p>Lessons with shared 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.</p> <p>The trim trail and traversing wall will remain out of use, but the Reception trim trail may be used by Reception class only.</p> <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>Blue Light sanitising atomisers will be provided for Reception, Keystage 1 and Keystage 2. These will be used to sanitise carpets where children sit and other shared resources. Sanitisers must be:</p> <ul style="list-style-type: none"> • Only used at the end of the day, or times when resources will have sufficient time to dry off • Stored out of reach of children 	
PE lessons	Medium	<p>Activities in PE should maintain social distancing, and take place outside if at all possible. All PE equipment should be cleaned before first use and also after the lesson.</p> <p>No class groups should mix or pair up with others for PE activities.</p>	
Singing and wind instruments	High	<p>As singing causes a greater amount of aerosols to be released, no group singing is to be conducted outside of class groups. Singing should be limited to core educational purposes (times table lessons, phonics games), and should be conducted while distanced and in a well ventilated space. Children should be encouraged to sing at low volumes.</p> <p>Staff should be aware that there is a greater risk of transmission during these activities and plan accordingly.</p> <p>West Sussex wind instrument tuition may resume for Year 3 and 5 in the summer term and this will be separately risk assessed.</p>	
Toilets	High	<p>Children in Years 1-6 should use the main pupil toilets. Reception children should use the Reception toilets. 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.</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>	

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		<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 can be accompanied by a member of staff where possible to check for more than 2 other pupils in the toilet area. A degree of trust around this is allowable as it is impractical to keep checking.</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, as certain year groups may have to isolate, and increased cleaning may be required.</p> <p>No pupil, member of staff, parent, or any other person who has a temperature or continuous cough, or any other reason to suspect that have Covid-19 should attend the site.</p> <p>The school is actively engaged with lateral flow testing for staff, and this is being carried out twice weekly on Tuesdays and Fridays. Staff receiving a positive result notify SLT and immediately isolate and get a confirmation PCR test. The staff members bubble and other contacts must immediately isolate as well. If the follow-up PCR test is negative, the staff member and their bubble and other contacts may return to school.</p>	
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>Staff are specifically advised to keep 2m distance from colleagues and pupils wherever possible. The wearing of masks is advised where staff are unable to maintain a 2m distance from other adults.</p> <p>The large group room and library are available for staff to use at lunchtimes in order that they may maintain social distancing more easily.</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 wear a mask, 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>	
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.</p> <p>The school cannot provide any extra social distancing assurances for specific pupils.</p>	

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		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.	
Clinically Vulnerable Adults BAME adults Other at-risk groups	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 some cases it is safe to return to work. Other staff have shielding letters, and are remaining at home. Staff with shielding letters who wish to work on the premises may do so after consultation with the head and business manager, and where an individual risk assessment has been carried out.</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>	
Cleaning and Sanitisation	High	<p>The standard and level of contract cleaning has been significantly increased. Cleaning processes are in place which use recommended procedures and equipment, including PPE for cleaners, recommended products such as D10, and colour coded mops and cloths. Staff will also clean key areas in the classroom and other areas that children use regularly – such as, but not exclusively, taps, door handles, table tops and chairs. Older children can assist with the cleaning of their classroom. <i>As a minimum expectation, public health advice has now stated touchpoints should be cleaned four times daily. As a result, classroom staff will clean touchpoints at morning break and 2pm as a minimum, which in addition to the midday clean and after-school clean by cleaning staff meets the requirement for four times daily.</i></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 are supplied. Lidded bins for disposal of paper towels and tissues are provided. Each classroom should have a good supply of tissues.</p> <p>Children do not need to bring their own hand sanitiser to school.</p>	
Staff Absence causing unsafe staffing levels	Medium	<p>Staff may be absent due to coronavirus (confirmed or not), or other illnesses. In all cases supply staff will be used as the principal form of cover. School staff will be moved from class to class as a last resort. Where supply staff are not available, and internal cover is not possible, the school will close the class for the day(s).</p> <p>Where a class has to close because the school is unable to obtain adequate staffing levels and children are already on site, a member of school staff can supervise from the doorway while parents collect children.</p>	

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Fire	Low	A fire drill was conducted on Monday 8 th March, as the building was now fully reoccupied. Alternative routes are in place due to distancing between bubbles. The school was evacuated in an appropriate time.	