

Risk Assessment for key-worker children, vulnerable children plus

Nursery, Reception, Year 1 & Year 6 children 1st June 2020

1. Arrival	What are the risks?	Risk level	What will be put in place to reduce the risk? (Mitigations)	Risk level	Impact
Parents drop their children at the gates in the mornings.	<ul style="list-style-type: none"> Parents do not observe social-distancing when bringing their children to school. 	H	<ul style="list-style-type: none"> Place posters on the gates on the playground perimeter reminding families to observe social distancing. Place tape between the playground and the building so parents keep their distance from the school building. Markers at 2m intervals. 	L	The risk of spread of the virus is reduced due to social distancing being maintained.
2. Entering	What are the risks?	Risk level	What will be put in place to reduce the risk? (Mitigations)	Risk level	Impact
Children enter the school in the morning.	<ul style="list-style-type: none"> Children do not observe social distancing when coming into the school building. 	H	<ul style="list-style-type: none"> Emscote Reception To use the main gate entrance into the playground following the smiley faces all down the street. 9 Group 1 Cherry/ Willow 9.15 Group 2 Cherry / Willow Year One 9.30 Group 1 Holly/ Apple Year One to use the main school gate entrance. 9.45 Group 2 Holly/ Apple Year One to use the main school gate entrance. 9.30 Group 1 Sycamore / Maple to drop off at the steps near main entrance and to go through Year Two gate. 9.45 Group 2 Sycamore / Maple to drop off at the steps near main entrance and to go through Year Two gate. All Saints' 8.45 6KC (VK) to use the main playground gate and Yr5 entrance. 8.45 Group1 9 Group 2 	L	The risk of spread of the virus is reduced due to social distancing being maintained.

			<ul style="list-style-type: none"> 8.45 6KC to use the back playground gate and corridor side door. 8.45 Group 1 9 Group 2 <ul style="list-style-type: none"> 8.45 6SU (1 Group DW) to use pedestrian main gate and to walk down the path to the Year 4 door. 8.45 Group 1 9 Group 2 <ul style="list-style-type: none"> Spots to be spaced out on the playground/ Field/path 2m apart leading up to the entrance doors. Children must stay on the spots and move forward when the one in front is free. <ul style="list-style-type: none"> Key Worker Children <ul style="list-style-type: none"> 8.45 Vulnerable children and key-worker children who are not in, Reception, Year 1 or Year 6, (known as KWV group) will use the large field gate and will walk to Year 3 as they have been doing since 20th May. These children to observe the spots as they have already been doing. 		
	<ul style="list-style-type: none"> Children will not be able to observe social distancing unless they come into school at different times. 	L	<ul style="list-style-type: none"> All classes will enter the building through separate entrance doors so bunching will not be a risk. Stagger arrival times to ensure social distancing. 	L	The risk of spread of the virus is reduced due to social distancing being maintained.
3. Pupil hygiene	What are the risks?	Risk level	What will be put in place to reduce the risk? (Mitigations)	Risk level	Impact
Cleanliness of pupils	<ul style="list-style-type: none"> Cross-contamination of the virus on children's clothing. 	H	<ul style="list-style-type: none"> Parents will be instructed to ensure that children wear clean clothes daily to school. Children should wear their own school uniform. If any child does not wear clean clothes, their parents will be asked to collect them from school. School will provide parents with an 'easy-to-follow' checklist for parents to follow and tick off. 	L	The risk of spread of the virus is reduced.

	<ul style="list-style-type: none"> • Cross-contamination of the virus from children's hands. 	H	<ul style="list-style-type: none"> • Children will be instructed to put their coat around their chair and bags/lunch boxes under tables and then wash their hands as soon as they enter the school premises. • Specific sinks will be allocated to certain groups of children as far as possible: <ul style="list-style-type: none"> • Reception to use sink their classroom • Chestnut/Sycamore/Maple to use their classroom sink • Oak to use boys toilets sink • Apple to use Year two toilets sink • Holly to use Year two share area sink • Supervised by an adult when possible • 6KC to use boys toilets to wash hands • 6KC (5VK) to use girls toilets to wash hands • 6SU to use Year 4 shared sink to wash hands • 6SU (DW) to use boys and girls toilets in Year 4. • KWC to use boys and girls toilets in Year 3/ sink I shared. • Children to wash their hands a minimum of 6 times a day and more as appropriate. • Signs around the building will remind staff and children which sinks are allocated to each group. • Children to wash their hands for 20 seconds with warm water and soap each time. • Anti-bacterial gel to be readily available in the classrooms. • Children to wash their hands when they: <ul style="list-style-type: none"> ○ arrive at school ○ before they eat a snack ○ have been to the toilet ○ before they eat lunch ○ before they go out to play ○ when they return from the playground, ○ before they go home ○ before they use ICT equipment ○ after they use ICT equipment ○ before they go home ○ any other time when they have touched a hard surface that is an area commonly used. • Reception and Year 1 classes to use the 'handwashing' song between activities, reminding the children to wash hands and use anti-bacterial gel between activities. 	L	
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			<ul style="list-style-type: none"> • A3 instructional signs on how to wash hands to be displayed in classrooms and all around the school. • Soap and paper towels to be plentiful at all sinks. • School will source posters from Public Health England to support these activities. 		
4. Adult Hygiene	What are the risks?	Risk level	What will be put in place to reduce the risk? (Mitigations)	Risk level	Impact
Adult hygiene	Adults spread the virus through their clothes, hands.	H	<ul style="list-style-type: none"> • Adults are not permitted to be in school unless they are on the regular staffing list employed to work directly with children and have been allocated to do so. The following adults are not permitted to enter the school premises: parents, visitors, professional services such as NHS, social workers, etc; volunteers (unless there is an emergency). • Adults are instructed to wear clean clothes each time they visit school. • All adults wash their hands when arriving at school. • Adults are invited to use the anti-bacterial gel in their classrooms. 	L	The risk of the spreading the virus is reduced.
5. Social Distancing	What are the risks?	Risk level	What will be put in place to reduce the risk? (Mitigations)	Risk level	Impact
Maintaining social distancing in Reception	Children do not socially distance in the classroom and so risk spreading the virus among themselves.	H	<ul style="list-style-type: none"> • Maximise the number of children in a classroom to 15. Split the children into further groups as required to keep physical distancing easier. • Adults will partner children with a play-buddy and they will stay with that buddy as they move around the different activities. To be considered if social distancing is reduced. • Excess chairs to be removed from the classrooms to prevent children sitting near to each other. 	L	The risk of spread of the virus is reduced due to social distancing being maintained.
Maintaining social distancing in Year 1 and R	Children do not socially distance in the classroom and so risk spreading the virus among themselves.	H	<ul style="list-style-type: none"> • Minimise the number of children in a classroom to 15. Split the children into further groups as required to keep physical distancing easier. • Adults will partner children with a play-buddy and they will stay with that buddy as they move around the different activities. To be considered if social distancing is reduced. • Excess chairs to be removed from the classrooms to prevent children sitting near to each other. 	L	The risk of spread of the virus is reduced due to social distancing being maintained.

			<ul style="list-style-type: none"> Use of the playground and the school's grounds will be maximised to help socially distance the children as they learn outside. To help children socially distance from adults in the classroom, a taped line to be laid on the carpet 2m from the teacher's desk. 		
Maintaining social distancing in Year 6 And in the KWV classroom	Children do not socially distance in the classroom and so risk spreading the virus among themselves.	H	<ul style="list-style-type: none"> Maximise the number of children in a classroom to 15. Split the children into further groups as required to keep physical distancing easier. Excess chairs to be removed from the classrooms to prevent children sitting near to each other. Children will be seated 2 metres apart. Use of the playground and the school's grounds will be maximised to help socially distance the children as they learn outside. To help children socially distance from adults in the classroom, a taped line to be laid on the carpet 2m from the teacher's desk. 	L	The risk of spread of the virus is reduced due to social distancing being maintained.
6. Learning environment	What are the risks?	Risk level	What will be put in place to reduce the risk? (Mitigations)	Risk level	Impact
Learning in all classrooms	Pupil personal hygiene	H	<ul style="list-style-type: none"> Catch it – bin it – kill it to be promoted in the classrooms. Plentiful supply of paper tissues to be available in the classroom. Tissues to have one-use only and then to be put in the bin. Bin to be emptied every lunchtime and evening by the cleaner. To keep a healthy fresh-air flow around the classrooms, doors and windows, skylights will be left open where-ever possible. 	L	The risk of spread of the virus is reduced due to improved hygiene
Learning in the classroom and Reception Class	Cross-contamination between objects and furniture.	H	<ul style="list-style-type: none"> Children stay within the learning space/classroom during the day. All soft furnishing and soft toys to be removed from the classrooms. All hard learning equipment and toys are washed and sterilized by staff at the end of each day. Tables and chair backs, seats and sides are wiped down at regular intervals during the day and sanitized: before school, before breaktime, before lunchtime, after lunchtime, middle of the afternoon, and at the end of the day. The cleaners wash and sanitise the tables and the chair, light switches, door handles/plates thoroughly every evening and at lunchtime. Book quarantine in operation so books are put aside for 2 days after they have been handled so the virus is not passed on. 	L	The risk of spread of the virus is reduced due to cleanliness of equipment.

Learning in the classroom Year One and R	Cross-contamination between objects and furniture.	H	<ul style="list-style-type: none"> Children use allocated, named pencils and colouring pencils supplied by school or bring their own pencil cases. Children cannot swap/share equipment. Equipment is washed by staff when it has been used by pupils. Children sit in the same position each time they come into school. The cleaners wash and sanitise the tables and the chair, light switches, door handles/plates thoroughly every lunchtime and evening. Before and after using i-pads or computers, all pupils should wash their hands thoroughly. All soft furnishings are soft toys are removed from the classroom. Book quarantine in operation so books are put aside for 2 days after they have been handled so the virus is not passed on. 	L	The risk of spread of the virus is reduced due to cleanliness of equipment.
Learning in the classroom Year Six And in the KWV classroom?	Cross-contamination between objects and furniture.	H	<ul style="list-style-type: none"> Children use allocated, named pencils and colouring pencils supplied by school/ or to bring their own pencil cases. Children cannot swap equipment. Children sit in the same position each time they come into school. Children do not move around the classroom. The cleaners wash and sanitise the tables and the chair, light switches, door handles/plates thoroughly every lunchtime and evening. Before and after using computers, all pupils should wash their hands thoroughly. Book quarantine in operation so reading books and exercise books are put aside for 2 days after they have been handled so the virus is not passed on. 	L	The risk of spread of the virus is reduced due to cleanliness of equipment.
7. Playtime	What are the risks?	Risk level	What will be put in place to reduce the risk? (Mitigations)	Risk level	Impact
Going out to play	Cross-contamination between children	H	<ul style="list-style-type: none"> Playtimes will be staggered so that no group is playing outside at the same time to keep groups small. Children will stay in play buddy-groups of a max of 4 - to consider later as social distancing increases. Children line up with a gap between them to go out to play. The children are encouraged to socially-distance (although this will be challenging for much younger children). Catch-and-throw balls are not permitted because they may pass the virus from person to person. Children & adults thoroughly wash hands before going out to play. 	L	The risk of spread of the virus is reduced due to social distancing being maintained. Small groups reduce the risk of contamination.

			<ul style="list-style-type: none"> All children and adults wash their hands thoroughly when they come back into school from the playground. Classes use the same door (which is different to other groups). 		
Wet playtime arrangements	Cross-contamination between children as they will wish to play together.	H	<ul style="list-style-type: none"> Children to play outside if at all possible. Parents to provide water-proof coats and a suitable change of shoes or wellington boots, so that children can go outside in light rain. Use of i-pads, or watching a film in the classroom to be an option, while children are distanced. Use of computer suite at AS with children sitting 2 computers apart. 	L	The risk of spread of the virus is reduced.
8. Toilet	What are the risks?	Risk level	What will be put in place to reduce the risk? (Mitigations)	Risk level	Impact
Using the toilet	Cross-contamination between children in the toilet.	H	<ul style="list-style-type: none"> Specific toilets facilities to be allocated to specific classes of pupils. The use of the toilet areas to be staggered: one in/one out. Pupil waiting to enter to stand on floor spot to they are distanced from the toilet area. The toilets to be cleaned morning, lunchtime and end of the day. A cleaning checklist to be posted in each toilet showing when they were last checked and by whom: the activities will include, cleaning sinks round, cleaning toilet seats, cleaning around toilet bowls/urinals, wiping down taps with anti-bacterial spray, wiping down soap dispensers, paper towel dispenser, time checked and by whom. Soap, toilet paper and paper towels to be replenished. Children wash hands after entering the toilet area, this will be checked by adults at the time. 	L	The risk of spread of the virus is reduced due to social distancing being maintained.
9. Lunches	What are the risks?	Risk level	What will be put in place to reduce the risk? (Mitigations,)	Risk level	Impact
Eating lunch	Cross-contamination between children	H	<ul style="list-style-type: none"> Children wash their hands before eating. Children to have their lunches in their classroom. Children do not share drinks, food or cutlery. Parents to send packed lunches into school in disposable packaging and disposable outer bag so they can be disposed of immediately after use where possible. Packed lunches to be clearly marked with child's name and their year group. 	L	The risk of spread of the virus is reduced.

			<ul style="list-style-type: none"> Children only bring food/drink items that they can open themselves (e.g. they do not need an adult to open them for them or peel an orange). For lunches ordered through Educators catering, these will be packed lunch deli-bags or sandwiches in disposable bags; no hot dinners will be served. Children will need to bring water bottles into school as water fountains will be turned off to reduce opportunities for contamination. 		
10. School cleanliness	What are the risks?	Risk level	What will be put in place to reduce the risk? (Mitigations)	Risk level	Impact
Keeping common areas free of virus.	Uncleaned hard surfaces can increase the risk of the virus spreading.	H	<ul style="list-style-type: none"> Cleaners are given specific instructions to clean daily all door handles, tables, toilets, etc., thoroughly using anti-bacterial spray. This to be carried out before school, at lunchtime and after school. Adults in classrooms are given extra cleaning equipment so they can continue to wipe down tables during the day. Doors to be propped open to reduce the amount of times door handles and push plates are used by children and adults. Thorough cleaning of the school will be done on Friday afternoons when children have gone home with a deli bag (12pm). 		The risk of spread of the virus is reduced due to extra cleaning of common areas.

11. Covid-19 symptoms	What are the risks?	Risk level	What will be put in place to reduce the risk? (Mitigations)	Risk level	Impact
Acting on symptoms of Covid-19 seen in school.	Any child or adult showing symptoms (or members of their household) may spread the virus	H	<ul style="list-style-type: none"> The common symptoms of Covid-19 are a dry cough and/or a high temperature, loss of taste or smell. Any child who shows symptoms of the virus (coughing, temperature, etc.) will be isolated from the group and taken to a private room. Their parents will be telephoned for them to be collected. This child will be accompanied by an adult who will wear full PPE (mask, gloves, apron and face shield). Any adult showing symptoms of the virus should go home straight away. They will arrange an NHS test and stay away from school until the result is known. For positive results, the adult must stay in self-isolation for 2 weeks. Proof of negative result means they can come back to school. Parents will be instructed to inform school immediately a person in their family shows symptoms of the virus and their children will not come into school for 2 weeks. 	L	The risk of spread of the virus is reduced because children/adults showing symptoms are removed from the setting.

			<ul style="list-style-type: none"> Children who suffer from hay-fever may show symptoms of sneezing and coughing. If this happens, the pupil will be isolated and a phone call made to parents to establish the most probable reason for the symptoms. Disposable tissues are to be available in the classrooms that should be disposed of in the bin after every use. The bins will be emptied lunch times and evenings. 		
12. PPE	What are the risks?	Risk level	What will be put in place to reduce the risk? (Mitigations)	Risk level	Impact
PPE Equipment	Children and adults can spread the virus	H	<ul style="list-style-type: none"> Face masks are not permitted to be worn by adults (Government guidelines). PPE equipment must be worn by any adult administering first aid on a child or on another adult (gloves and face mask). PPE equipment to be worn by staff or when performing intimate care duties with children (gloves and face mask). 	L	
13. Hometime	What are the risks?	Risk level	What will be put in place to reduce the risk? (Mitigations)	Risk level	Impact
Children going home	<ul style="list-style-type: none"> Cross-contamination of virus from school to home. 	M	<p>In line with guidelines a staggered start will take place.</p> <ul style="list-style-type: none"> Before all children go home, they will pack their bags before washing their hands and leaving with their parents. Reception To use the main gate entrance into the playground following the smiley faces. 2.30 Group 1 Cherry/ Willow 2.45 Group 2 Cherry / Willow Year One 3 Group 1 Holly/ Apple Year One to use the main school gate entrance. 3.15 Group 2 Holly/ Apple Year One to use the main school gate entrance. 3 Group 1 Sycamore / Maple to drop off at the steps near main entrance and to go through Year Two gate. 3.15 Group 2 Sycamore / Maple to drop off at the steps near main entrance and to go through Year Two gate. Only Reception parents to come onto the playground at their allocated time and must keep to social distancing. 	L	The spread of the virus will be reduced.

			<ul style="list-style-type: none"> • The children in Year One will leave through classroom doors and parents should wait outside of the playground at the fence socially distancing. • Adult one will look for the parent and wave; adult 2 will fetch the child from the classroom. • All Saints' • 6KC(VK) to use the main playground gate to exit school from Yr5 entrance. • 3 Group1 • 3.15 Group 2 • 6KC to use the back playground gate and corridor side door to exit school. • 3 Group 1 • 3.15 Group 2 • 6SU to use pedestrian main gate and to exit from Year 4 door. • 3 Group 1 • 3.15 Group 2 • KWV children who are not in Reception, Year 1 or Year 6 should leave via the field and field gate being controlled by an adult to ensure social-distancing. • All Saints' Parents to stay away from the school entrances wait until their child comes out to cars or at home. 		
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14. Monitoring Attendance	What are the risks?	Risk level	What will be put in place to reduce the risk? (Mitigations)	Risk level	Impact
Monitoring attendance	Children are collected at different times of the day so adults may lose track of which children are in school.	M	<ul style="list-style-type: none"> • Children in classes will be registered using the school's SIMS electronic system, which is usual practice. Email is also an alternative to this system. • Dinner register/options/email (type of deli bag) • Any child that arrives late/leaves early will be added to the SIMS system 	L	The attendance of children in the setting will be monitored.
15. Reception Area	What are the risks?	Risk level	What will be put in place to reduce the risk? (Mitigations)	Risk level	Impact

Reception Area at the front of the school	Contamination between office staff and visitors/deliveries entering the reception area.	H	<ul style="list-style-type: none"> Administration offices are to remain closed at all times to any parents or visitors. Parents can phone or email both schools with any enquiries. When a parcel is delivered to school, the person who has opened it will wash their hands. No visitors are allowed into school. Telephones and computer screens to be wiped down after use. Apart from administration staff, no other persons will go into the office area. 	L	Risk of spread of the virus is reduced.
16. Staff breaks	What are the risks?	Risk level	What will be put in place to reduce the risk? (Mitigations)	Risk level	Impact
Staff time-out and refreshments.	Staff gathering in the staff room and moving around the school so spreading the virus. Staff needing a break.	H	<ul style="list-style-type: none"> Refreshments to be taken to the classrooms (tea, coffee), etc. Lunchtime supervisors will provide breaks for teaching staff at agreed intervals during the day. 	L	Risk of spread of the virus is reduced.
17. PPA time	What are the risks?	Risk level	What will be put in place to reduce the risk? (Mitigations)	Risk level	Impact
Planning and preparation time for teachers (requirements by law).	Staff will not have enough time to plan and prepare lessons because they will be with the pupils all of the time. They will also become tired and anxious.	H	<ul style="list-style-type: none"> School will finish on Fridays at 12pm and pupils will go home. Friday afternoons will allocated as Planning and Preparation time for teachers. This will avoid having an additional adult working within each 'bubble' as is usual practice. No homework will be set for pupils who attend school. <p>The afternoon session will provide time for a deeper clean to prepare for the following week.</p>	L	Teachers will feel more prepared for lessons and their wellbeing will be improved.

18. Pupil Behaviour	What are the risks?	Risk level	What will be put in place to reduce the risk? (Mitigations)	Risk level	Impact
Behaviour of pupils	Pupil may become anxious or distressed and not be able to follow instructions given by adults.	M	<ul style="list-style-type: none"> Children who are not able to follow adult instructions and therefore putting others at risk through contamination, will be collected by their parents. 	L	Teachers will feel more prepared for lessons and their wellbeing will be improved.
19. Hall	What are the risks?	Risk level	What will be put in place to reduce the risk? (Mitigations)	Risk level	Impact

Use of the hall	Gathering of children in the hall altogether is a risk to the virus spreading.	H	<ul style="list-style-type: none"> The hall will not be used for lunches as children will all have deli bags provided or will bring their own packed lunch. 	L	The spread of the virus is reduced.
20. What will be taught?	What are the risks?	Risk level	What will be put in place to reduce the risk? (Mitigations)	Risk level	Impact
Curriculum and learning.	The curriculum will be too demanding for those children who are behind.	M	<ul style="list-style-type: none"> Teachers will ensure that children are learning at their own individual level. Fun activities to be used to relax the children, such as projects, art and child-led activities. 	L	Children will enjoy coming to school.
21. Mental Health	What are the risks?	Risk level	What will be put in place to reduce the risk? (Mitigations)	Risk level	Impact
Mental Health and wellbeing	Children may feel anxious about the Covid-19 lockdown experience or leaving their parents.	M	<ul style="list-style-type: none"> Children will re-visit Heart Smart work, mindfulness and opportunities will be created to talk to children on an individual basis. Parents will provide an assessment of their child's mental health to inform school where they can help. 	L	Children become less anxious and feel safe at school.

22. Bereavement	What are the risks?	Risk level	What will be put in place to reduce the risk? (Mitigations)	Risk level	Impact
Bereavement fear of death	Children feel worried about death of a relative or themselves, or suffering from a bereavement within their close circle.	H	<ul style="list-style-type: none"> Our staff have already been trained in supporting children who have suffered bereavement so they will know how to support children. Parents will provide information about their child's family to help school support the whole family in the best way possible. 	M	Children will feel supported and safe in school

Details on who is in each group will be given when we have the numbers of children attending in each Year group

Please note that this is a working document. Amendments will be made over time and suggestions to improve this are extremely welcome.

Thanks. This version is dated 18th June to be updated with staff comments received on 20th June.