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| **RISK ASSESSMENT FOR the reopening of King’s Wood School following coronavirus (COVID-19) lockdown** Assessment written by: Head Teacher / Deputy Head Teacher Checked by a Chair of Governors and Health & Safety CommitteeDistributed to all staff and parents via the website.  | **Date: 4.2.21** |
| **Benefit from this activity** | The school is being asked to provide a safe learning environment for key worker children, children with EHCPs and vulnerable children in all year groups, as well as for all Nursery pupils, whilst aiming to limit the risk of the spread of coronavirus within the school community |
| **Who is at risk** | Pupils, families of pupils, staff, families of staff |
| **Potential Hazard/Risk** | Pupils could catch the coronavirusPupils could spread the coronavirus to members of their householdStaff could catch the coronavirusStaff could spread the coronavirus to members of their householdIf pupil or staff household members are unable to stay at home, or are not adhering to social distancing guidelines, they could spread the coronavirus more widely |

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| **Required Safety Measure** | **Government Recommendation** | **School Measures** | **Risk (with measures)** |
| **Likelihood of consequence** | **Seriousness of consequence** | **Overall Risk (L x S) See key in endnote\*** |
| **Effective infection protection and control** | Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not present themselves on the school site.Clean hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are washed.Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach cleaning frequently touched surfaces daily using standard products, such as detergents and bleach. | **1. Whole School – health screening:**Pupils and staff will not attend school if they or a household member has ANY coronavirus symptoms i.e. change to sense of taste / smell, a temperature of 37.8 or above, a persistent cough. . On arrival, every child will wash their hands. Parents to take their child’s temperatures each morning and will remain at home if they have a temperature above 37.8°C. Where parents do not have access to a thermometer, they will use the school thermometer.**2. Whole School – hand and respiratory hygiene:**Pupils to be supervised washing hands in the classroom area. One child will use the sink – the teacher will turn on the tap and leave it running until handwashing is finished. Soap and paper towels will be used; staff to ensure there is enough in the classroom before the start of the day. Pupils will wash their hands when they arrive, at transition points – especially if moving from one part of the building to another – before and after eating and before leaving. This includes when they have visited the toilets *even if they state that they washed their hands at the toilets*.Staff will instruct children to follow the ‘catch it, bin it, kill it’ approach and provide tissues for all children. Posters will be displayed in classrooms to remind children and staff. Tissues will be available for pupils to use, and must be put in the bin immediately after they have been used, and then the pupil must was their hands.Bins will be lined with bin bags and emptied daily. Cleaning kits including cloths and disinfectant spray will be in all classrooms; surfaces and equipment will be regularly sanitised. Doors will be propped open.  | Children or adults bringing COVID 19 infection onto site |
| **1** | **3** | **3** |
| **Effective infection protection and control** | Minimise contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (e.g. staggered arrival, departure and break times).We know that, unlike older children and adults, it will be very difficult to ensure early years and primary age children to remain 2 metres apart from each other and staff.Children, young people and staff where possible, only mix in a small, consistent class and that small class stays away from other people and classes. Classes will only be taught by one teacher and one teaching assistant, when available. | **3. Whole School – management of classroom spaces and equipment**Rooms will be capped to 10 pupils and 2 adults.Rooms to be made as clear as possible and desks spaced as far apart as possible, ideally 2mChairs not in use to be stacked2m space at the front of the class to teach fromDoors to be propped open and windows kept open as far as possible given the cold weather; lights, if needed, to be switched on/off by teachersCloakrooms can be used within the bubble Equipment can be shared within bubbles although pupils in Key Stage 2 should, as far as possible, use the stationery which has been allocated to them. Any equipment which has to be shared across bubbles (e.g. PE equipment) must be sanitised after use.**4. Reception to Y6 – grouping and staffing**As far as possible, we will avoid deploying staff into more than one bubble, however this is not always avoidable – staff have been instructed to socially distance from children in the bubble. Staff will not enter any bubble other than the one they are rota’d to be with (even if they are with other bubbles on other days). This is to ensure that the school can trace contacts quickly and effectively in the event of a positive case.Because of the size of rooms, and impossibility of removing furniture (such as cupboards) to release floor space, there will be no more than ten children and two adults in any classroom. Children will remain in bubbles of year groups throughout the day, including movement around the school. In the event of staff absence other members of staff can be deployed to cover as staff are all socially distancing from children. It is vitally important that staff who are deployed into a different bubble from usual observe strict social distancing from the children to prevent cross bubble transmission. | COVID transmission between pupils, staff or parents through lack of social distancing in classrooms / groups, mixing of groups, or whilst moving through the school site |
| **1** | **3** | **3** |
| **Nursery as per DfE guidance** | The DfE have stated that Nursery provision should be fully open. | **5. Nursery grouping and staffing (fully open)****It is impossible for staff to reduce the risk of contracting and spreading COVID-19 in Nursery if fully open. By law, schools have a duty to protect the health, safety and welfare of staff and pupils:*** **Sections 2 and 3 of the Health & Safety Act 1974**
* **Regulations 3 and 8 of the Management of Health &amp; Safety at Work Regulations 1999**
* **Regulation 4 of the Personal Protective Equipment at Work Regulations 1992**
* **Regulation 4 of the Workplace (Health, Safety &amp; Welfare) Regulations 1992**
* **Regulation 7 of the Control of Substances Hazardous to Health Regulations 2002**

Nursery staff have, rightly, shared their concerns about the risk of transmission of COVID-19 within the nursery if fully opened as stated by the DfE as potentially, this could mean bubbles of up to 24 in the morning and 14 in the afternoon. Whilst it is not possible to eliminate risk entirely, a busy environment where many children require close contact significantly increases the risk. Our risk assessment shows that this is an unacceptably high risk and, therefore, we cannot open Nursery fully. | Risk of COVID transmission in the Nursery |
| **2** | **3** | **6** |
| An overall risk score of 6 is rated as ‘HIGH, urgent action required’. There are no available actions which lower this score to an acceptable level of risk. Therefore, we cannot do this activity. |
| **Nursery as per school risk assessment** | King’s Wood School’s risk assessment shows that Nursery should open only for children of Key Workers, those with EHCPs and Vulnerable pupils | **6. Nursery grouping and staffing (critical worker and vulnerable children only)**The Nursery will open in line with the rest of the school; risk reduction measures outlined for other year groups will apply in Nursery including the limitation of the bubble to ten pupils. | **1** | **3** | **3** |

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| **Effective infection protection and control** | Minimise contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (e.g. staggered arrival, departure and break times).Managing shared spaces | **7. Key-worker group – organisation of groups:**Members of the “Key Worker” group (which also includes children who are vulnerable / have EHCPs) will attend on group sizes of 10 or less. This caps pupil numbers at 20 per year group (10 in Nursery). If demand for places exceeds this cap, place offers will be reviewed and offered according to the Local Authority’s priority order:1. Children identified as vulnerable by their Educational Health Care Plan, who have a social worker attached to them or have been identified as otherwise vulnerable by the school, local authority, or other agencies.
2. Children where both parents (or children with single parents) are critical workers in the NHS, work in areas immediately required in the response to the virus and education & social care workers.
3. Children where both parents (or children with single parents) who are critical workers in other positions on the government’s critical worker list.
4. Children where one of two parents are critical workers in the NHS, work in areas immediately required in the response to the virus and education & social care workers.
5. Children where one of two parents are critical workers in other positions on the critical worker list

**8. Parents – movement around the school**During drop off and pick up, SLT will be present to remind parents to observe social distancing and wear masks.Drop off will be through the main entrance. Early Years and KS1 will be collected from the Courtyard and KS2 from the front entrance.Only 1 parent will drop off and pick up each child. If siblings have to be brought to school and can’t be left at home, they must stand with their parent at all times. On pick up, each parent will stand in the area assigned and their child will be sent to them one at a time. Parents will leave by the front gate. Y6 will be allowed to arrive / leave school alone if they have permission.No parents will enter the school building except to speak to office staff when they will stand behind the 2m marker.Office staff will operate the automatic doors; gates will be left open to avoid the use of buttons and touchpads.**9. Children – movement around the school**There will be a clearly signed one way system around the school. Children will move around the school in bubbles and will remain at least 2 meters away from other bubbles.Bubbles will not mix in the toilet areas. YR and Y1 will use Y1 toilets; Y2 will use Y2 toilets, Y3 & 4 will use Y3 toilets, Y5 & 6 will use outside toilets.Children will be escorted to and from class for breaks and lunch, and will be supervised at all times to ensure they move safely around the site.Timings throughout the day will be staggered so that groups are kept separate. Use of different spaces around the school (e.g. hall, dining room, playground) will be timetabled.When outside, children will play in their bubble, in a specified space, and without mixing with other groups. Currently, we have no children who need to use the lift; the lift will remain out of use.**10. Staff – movement around the school**Staff will observe social distancing in all communal areasStaff will observe the one way systemStaff briefings will be in the hall to enable social distancingNo staff (except SLT) will enter the office whilst being used by office staff. There will be staggered access to the staff room with a one way through system.Currently, we have no staff who need to use the lift; the lift will remain out of use. | Cont’d from above |
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| **Effective infection protection and control** | Managing shared and personal equipment | **11. Use of equipment**Children to use laptops where they need access to ICT. These must be wiped before and after use. Children must wash hands before handling them. Where possible, laptops will be assigned to pupils in school.Shared equipment and furniture will be wiped down after each “bubble” has finished with it. Bubbles will use their own sets of playground equipmentChildren will wash / sanitise their hands before and after using the Pirate Ship or Jungle Gym to reduce risk of transmission.Only a small selection of activities should be out at one time and should be either disposed of or cleaned before use by another group.There will not be fruit or rolling snack time. Children may bring in their own snacks for break in their lunchbox. Older children’s mobile phones will be disinfected and stored in a locked drawer in the teacher’s desk.No pupils will bring in personal items or equipment except for a named water bottle and lunchbox. Children must bring in their own named water bottle and must not share it. Children’s lunch must be in a clean, sealed and clearly labelled lunchboxEquipment needed for learning must be ready on tables to prevent “handing out” as far as practicableNo school items to go home unless they are to remain there with the exception of books which must be quarantined for 72 hours before being used by another pupil. Children should use Bug Club instead of school books.Each bubble will have their own set of play equipment to use on the playground which will not be shared with other bubbles.Teachers handling pupils’ books to be reduced by use of other AfL measures. If teachers handle books, they should observe good hygiene (washing hands before and after). Staff will be encouraged to avoid handling books as much as possible (e.g. asking pupils to leave books open on their desks, and giving feedback on post it notes). Staff must not take books home. Wherever possible, work will take place on-line and will be submitted remotely. | COVID transmission through use of shared equipment |
| **1** | **3** | **3** |
| **Effective infection protection and control** | Cleaning frequently touched surfaces often using detergents and disposable cloths.Site cleaning | **12. Disinfection of touchpoints**Toilets to be thoroughly disinfected at the end of the day.Disinfecting kits will be in each classroom. Adults to maintain adequate hygiene levels by using these kits to wipe down surfaces which are frequently touched (surfaces, handles, taps, light switches, equipment) as needed.Staff have been thoroughly briefed regarding cleaning during the day. Cleaners have been thoroughly briefed regarding end of day cleaning. We have a good stock of disinfectants and disposable cleaning cloths which will be changed for each space cleaned and either disinfected or thrown away.The site will be cleaned and disinfected after school every day. Cleaners will have a clear rota with clear demarcation of areas for which they are responsible and accountable.The cleanliness of the building will be routinely checked by SLT / site manager whilst locking up the building.  | COVID transmission through frequently touched surfaces |
| **1** | **3** | **3** |
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| **Personal protective equipment (PPE)** | Appropriate safety measures handing shared equipment | **13. PPE and clothing**Cleaners will wear gloves whist cleaning.  If cleaning a potentially contaminated area, an apron and mask are also to be worn – in this scenario, those gloves and apron must be securely disposed of in a knotted bin liner, and hands washed thoroughly before cleaning any other area. Children may wear uniform or their own clothes which must be suitable for physical activity as pupils will not change for PE. Staff to wear gloves if supporting young children with their hygiene (e.g. to use tissue to blow their nose) and then wash hands thoroughly.Staff may choose to wear a mask or a visor.Children will, as far as possible, be supported to manage their own First Aid requirements for minor injuries – e.g. wiping minor abrasions, applying plasters / cold packs. If First Aid must be administered, as far as possible it will be administered by the member of staff working with the group, who will wear disposable gloves and may request additional PPE. Hands must be washed beforehand and afterwards. Usual procedures for filling in the accident book will apply.Intimate care will not be offered – parents will be requested to come in for this if the child cannot manage, using the disabled toilet, accessed from the courtyard. | COVID transmission through cleaning contaminated areas, handling books, exposure to soiled clothing, and through offering first aid and personal care |
| **1** | **3** | **3** |
| **Managing possible case of infection** | If a child becomes unwell with symptoms of coronavirus whilst at school and needs direct personal care until they can return home, a fluid-resistant surgical face mask and disposable gloves should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. | **14. Dealing with a suspected case of Covid-19**If a member of staff develops **any** COVID symptoms, they will leave the site immediately and self-isolate. This may mean leaving the building and phoning the office from outside to inform them – the priority is for symptomatic persons to be out of proximity to the rest of the school community as quickly as possible. A PCR test (walk in / drive in **NOT** postal as these take a long time) should be booked as quickly as possible. If a pupil becomes symptomatic, staff will adhere to the Government recommendations. Staff will immediately isolate the pupil, outdoors in the courtyard if possible, or in the Activity Room (windows will need to be opened before the child goes in). The child will use the designated toilet (disabled toilet next to the Community Space) if they need to. Other children within that group will be relocated to another classroom until the room where the child was is thoroughly cleaned and disinfected. The parents of the child with symptoms will be called to collect their child and asked to get their child tested. The parents of other children in the “bubble” or group will be informed, although they will not have to take their child from school. The pupil with symptoms should not return until they obtain a negative test result or have completed 14 days isolation with their household. **If a test result is positive, then the “bubble” or group associated with that child will have to self-isolate at home. Advice from the DFE, LA and PHE will be sought and followed which may result in school closure.**  | COVID transmission from a symptomatic person |
| **1** | **3** | **3** |

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| **Managing possible case of infection****Cont.** | Cont’d. | The toilet / room used to isolate the child will be out of use until thoroughly disinfected. This toilet will, in any case, be out of general use for staff and pupils, and reserved solely for parents giving intimate care and suspected Covid infection. Cleaners will be warned of potential contamination. First Aid will not be offered for symptomatic pupils unless absolutely critical, in which case, PPE will be used as recommended (face shield, fluid resistant mask, disposable gown/apron and gloves). | Cont’d from above |
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| **Shielded and clinically vulnerable children and young people** | Children classed as clinically extremely vulnerable have been advised to shield. We do not expect these children to be attending school; they should continue to be supported at home as much as possible. Clinically vulnerable (but not clinically extremely vulnerable) - parents should follow medical advice if their child is in this category. | **15. Shielding and clinically vulnerable children and families**Children who have been classed as clinically extremely vulnerable due to pre-existing medical conditions will not attend school. Children who have been classed as clinically vulnerable or who live with vulnerable family members will be able to attend school if their parents deem is safe for them to do so and they meet the criteria to be offered a school place.  | COVID transmission to a clinically vulnerable or **extremely** vulnerable pupil |
| **1** | **3** | **3** |
| **Shielded and clinically vulnerable adults** | Clinically extremely vulnerable individuals are advised not to work outside the home.Clinically vulnerable individuals who are at higher risk of severe illness should work from home where possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. | **16. Shielding and clinically vulnerable staff**Staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions will not return to work on site. As far as possible, they will work from home (e.g. online teaching).Staff who have been classed as clinically vulnerable will be given duties which enable them to socially distance  | COVID transmission to a clinically vulnerable or **extremely** vulnerable adult |
| **1** | **3** | **3** |
| **Implement-ing protective measures – Planning & Organising** | Ensure that evacuation procedures are consistent with the principles of this risk assessment. | **17. Organisation, general procedures, extra-curricular activities and staff & pupil wellbeing**Fire practice and evacuation procedures will remain as normal with the following exceptions:* Fire drills will in effect be done twice as often to ensure all rotations have the relevant experience.
* Pupils will leave via the usual route for their classroom – staff who are working in a different classroom from usual need to familiarise themselves with the evacuation route
* Pupils will muster either on the playground / car park and then move to the field.
* Lines and “bubbles” will be at least 2 meters apart.

After school clubs, wraparound care and violin / guitar lessons will not be available. | Other risks of harm as a result of changes to procedures during partial school opening |
| **1** | **3** | **3** |

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| **Cont’d.** | Ensure that the structure / activities of the day do not create opportunities for increased transmission | Non-essential visitors will not attend the site.Essential visitors will be allowed to attend; they will be asked to sanitise their hands on entry to the site. They will not need to have their temperatures taken as they will not interact with staff or children. Staff will be informed of any areas of the school in which they are working and told to avoid it until it has been sanitised once the visitor has completed their work.Children will eat their packed lunches or hot meal in their classroom with their bubble. If it rains during lunch or break times, pupils will remain in their classroom bases, and remain in their “bubbles”.Activities such as singing which involve projection of the voice will take place outside to increase ventilation because of the increased expulsion of droplets from the mouth.It has been identified that the height differential between adults and small children can be advantageous in reducing the risk of transmission; as far as possible, staff will avoid getting at “eye” level with children and will stand whilst children are in chairs, and stand or use a chair whilst children are on the carpet.On a voluntary basis, staff will take part in twice-weekly testing using lateral flow devices. The results will be reported to the HT on the evening of the test according to the shared protocol and, where necessary, acted upon. | Cont’d from above |
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| Promoting non-Covid related health and wellbeing | Timetables for online learning should take into account the stage and age of children’s learning, and the extent to which parents will need to support the pupil. There needs to be regular break periods where children leave the “classroom” in order to ensure they do not suffer eye-strain / headaches. There should be a balance of “online” and independent activities to prevent eye-strain / headaches.Timetables for online learning should include some form of PE – there will need to be flexibility as not all children have adequate indoor or outdoor space for certain activities.Teachers should include discussions and activities which support mental health and wellbeing in their lessons. They should flag to the school inclusion team any children / families where they have concerns about the wellbeing of the children. The inclusion team will contact the family and put support in place as appropriate.Teachers will make weekly phone contact with parents and, if appropriate, pupils.The school website will signpost parents to resources to support the family’s wellbeing during lockdown.SLT will support staff wellbeing by reducing pressure and workload as far as possible, being available on and off site to offer guidance and clarity, being available to listen to concerns / frustrations / anxiety, signposting staff to further support if needed.Staff should ensure that they have read the circulated health and safety guidance for display screen users, particularly the link in section 1.2 which gives guidance on appropriate posture, and follow this guidance. |  |  |  |
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| Last Updated by: | Janice Freeman & Lara Virgo |  | Date: | 4 February 2021 |

**OVERALL RISK KEY:**

**LIKELIHOOD OF CONSEQUENCE (L)**

1- Highly unlikely **LOW**

Unlikely to happen or very infrequently

2- Unlikely **MEDIUM**

Could happen on a less regular basis

3-Likely **HIGH**

Will almost certainly happen on a regular basis

**OVERALL RISK (L x S)**

Score: 6 & 9 = **High**, urgent action required

Score: 3 & 4 = **Medium**, action to an agreed timetable\*\*

Score: 1 & 2 = **Low**, or tolerable risk no action may be required

**SERIOUSNESS OF CONSEQUENCE (S)**

1- Minor **LOW**

 Cuts, bruises, requires first aid treatment

2- Major **MEDIUM**

 Broken bone, hospitalisation &/or up to 3 days absence

3- Serious **HIGH**

Death, major injury, results in over 3 day’s absence

**Risk = Likelihood x Seriousness**

Overall Risk

Score: 6 & 9 = **High**, urgent action required

Score: 3 & 4 = **Medium**, action to an agreed timetable

Score: 1 & 2 = **Low**, or tolerable risk no action may be required

\* It is not possible to achieve an overall risk score lower than 3 in relation to COVID. This is because the seriousness of any COVID related consequence, regardless of likelihood, must be deemed “3 – Serious, High” as it will necessarily result in over 3 day’s absence. These are the definitions provided by the LA. We cannot change this risk level whilst using the LA definitions and, therefore, “action to an agreed timetable”\*\* is not necessarily required.