|  |  |  |
| --- | --- | --- |
| **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 Committee Distributed to all staff and parents. Updates from previous version of this risk assessment are in red. | | **Date: 1.6.20** |
| **Benefit from this activity** | The school is being asked to provide a safe learning environment for Reception, Year 1 and 6 children, 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 coronavirus  Pupils could spread the coronavirus to members of their household  Staff could catch the coronavirus  Staff could spread the coronavirus to members of their household  If 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 | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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. | **Whole School – health screening:**  Pupils and staff will not attend school if they or a household member has coronavirus symptoms. 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.  **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 classroom before the start of the day. Water bottles will be wiped down as part of the handwashing cycle to avoid recontamination.  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. | **Whole School – management of classroom spaces**  Rooms to be made as clear as possible and desks spaced as far apart as possible, ideally 2m  Chairs not in use to be stacked  2m space at the front of the class to teach from  Doors to be propped open and windows kept open; lights, if needed, to be switched on/off by teachers  **Y6 / KS2 KW group:** bags by desks, lunchboxes on desks, coats on back of chairs – cloakrooms out of use.  **YR / Y1 / KS1 KW group**: coats and bags kept in groups or on back of chairs, away from other groups. Cloakrooms out of use. A screen to be placed to separate Acorns and Conkers and all soft furnishings to be removed. Cupboards to be made inaccessible (e.g. turning or locking them).  **Whole School – grouping and staffing**  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.  To facilitate this, a rota will be in place with half of each eligible year group in on Mon/Tues and the other half in on Thurs/Fri.  There is currently not sufficient staffing or space to open Nursery, which is – for the moment – closed.  Children will enter and leave classrooms in well-spaced lines.  Children will not change groups or move “between” bubbles / classes, which are based on friendship groups.  In the event of staff absence:   * If a staff lead for a Y1 or Reception “bubble” is absent, children in that “bubble” will not be able to attend school; parents will be notified as soon as possible. * For the Key Worker and Y6 groups, where there is adequate social distancing, other members of staff may be deployed to cover.   **Reception classes – organisation of groups:**  “Bubbles” of 5 will use different spaces on rotation and have sets of equipment for their use only. They should not move around the area freely – they should be restricted to a table or area with their adult supervising them.  Each “bubble” will wear a different coloured band to identify them. These “bubbles” will remain consistent.  One adult per bubble – adults will not swap in and out of “bubbles”.  **Y1 classes – organisation of groups:**  “Bubbles” of 5 will use different parts of the classroom and have sets of equipment for their use only. They should not move around the area freely – they should be restricted to a table or area with their adult supervising them.  Each “bubble” will wear a different coloured band to identify them. These “bubbles” will remain consistent.  One adult per bubble – adults will not swap in and out of “bubbles”.  **Y6 classes – organisation of groups:**  Classes of 10 will sit at desks; there will be no free movement around the room, and children will keep to the same desk spaces.  Each class will wear a different colour wrist band to identify them.  Children must enter / leave the room one at a time to maintain social distancing.  One adult per class – adults should not approach the children to help them at their tables. | 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 |
| **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 | **Key-worker group – organisation of groups:**  Members of the “Key Worker” group (which also includes children who are vulnerable / have EHCPs) will attend on a rota to limit group sizes to 10.  There will be two groups, potentially three if needed, which will be based on age.  **EYFS/KS1 KW** group will be based in Nursery. They will operate as a single “bubble” with the same infection control measures as the “bubbles” in Reception and Y1, with 2 adults. However they will not require coloured bands.  **KS2 KW** group will operate as a single “bubble” with the same infection control measures as Y6, with 2 adults. However they will not require coloured bands.  **Parents – movement around the school**  During drop off and pick up, SLT will be present to remind parents to observe social distancing guidance.  During drop off and pick up parents will adhere to social distancing in drop off / collection areas at the assigned times (which are staggered). 2 metre markings are visible at “pinch points” around the school site (playground and path to Nursery).  Parents for different year groups will drop off in different places and at staggered times.  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 buildings, except for making enquiries at the office; they will stand behind the 2m marker.  Office staff will operate the automatic doors and gates will be left open to avoid the need to use buttons and touchpads.  **Children – movement around the school**  There will be a clearly signed one way system around the school. Children will be supported to learn to follow it.  Children will walk at a 2m distance from each other and facing the front to prevent “face to face” contact.  Only one pupil at a time will use the toilet.  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 class group, in a specified space, and without mixing with other groups. Children will be supervised whilst playing to keep as much social distance as possible.  Currently, we have no children who need to use the lift; the lift will remain out of use.  **Staff – movement around the school**  Only one staff member at a time will use the toilet.  Staff will observe the one way system  No 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 | | |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Effective infection protection and control** | Managing shared and personal equipment | **EYFS / KS1 – use of equipment**  Children to use iPads where they need access to ICT. These can be easily sanitised and must be wiped before and after use. Children must wash hands before handling them. These must be cleaned before being put away.  Ride on equipment and furniture will be wiped down after each “bubble” has finished with it.  Children will wash their hands before and after using the Pirate Ship or Jungle Gym to reduce risk of transmission.  Children will wash their hands before and after using books to reduce risk of transmission.  Other equipment will be organised into sets for each “bubble”, not to be shared, which does not have to be cleaned at the end of the day (e.g. tray of resources for writing / mark making).  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.  Used resources should be cleaned immediately or put aside for cleaning later.  Sand trays should not be used.  There will not be fruit or rolling snack time. Children may bring in their own snacks for break in their lunchbox.  All equipment which has been used must be washed at the end of the day.  **Year 6 – use of equipment**  Children’s mobile phones will be disinfected and stored in a locked drawer in the teacher’s desk.  Children to use laptops from trolley C (in their classroom) where they need access to ICT. Children must wash hands before and after using them. Teachers should assign a laptop for each pupil and make a note so that pupils use the same laptop for the two days they are in. The exterior of the laptops must be wiped down with disinfectant before being returned to the laptop trolley. They will be thoroughly sanitised on a Weds and either Fri PM or Mon AM.  Children will wash their hands before and after using the Jungle Gym to reduce risk of transmission.  Children will have assigned equipment, stored in individual plastic trays, which must not be shared.  **Key Worker Groups – use of equipment**  Because the groups can change from day to day, all equipment handled (including writing equipment) must be disinfected at the end of the day. As with the other groups, children in EYFS / KS1 should use iPads, and KS2 should use laptops if access to ICT is required, with the same infection control measures in place.  **All Groups – use of equipment**  Children should only use equipment which is easily cleaned. Other equipment should be stored where they cannot be accessed.  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 lunchbox, which should be kept in their classroom (for Y6 and KS2 KW pupils, on their desk).  Equipment needed for learning must be ready on tables to prevent “handing out”  No school items to be used which cannot be cleaned or disposed of.  No school items to go home unless they are to remain there. Children should use Bug Club instead of school books.  Play equipment for use on the playground will be put into a tub for cleaning after each use, and cleaned before being re-used.  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. | 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 | Toilets to be spot checked throughout the day and disinfected, and thoroughly disinfected at the end of the day.  Dining tables to be disinfected between staggered lunches.  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 whilst locking up the building. The school will be closed on Wednesdays to allow for deeper cleaning as needed between the changeover on the rota. | COVID transmission through frequently touched surfaces | | |
| 1 | 3 | 3 |
|  |  |  |
| **Personal protective equipment (PPE)** | Appropriate safety measures handing shared equipment | 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. **Further briefing to staff and cleaners on 01.06.2020**  Staff and pupils will wear newly cleaned clothes each day. These must be suitable for physical activity as pupils will not change for PE. Children will not wear uniform to simplify getting a clean change of clothes each day. If they wear a mask, it should be named and not touched by others; the child will have to manage their own mask.  Staff to wear gloves if supporting young children to use tissue to blow their nose and then wash hands thoroughly.  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.  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. | If a member of staff develops COVID symptoms, they will leave the site immediately and self isolate.  If a pupil becomes symptomatic, staff will adhere to the Government recommendations including calling 999 if needed. 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.**  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). | COVID transmission from a symptomatic person | | |
| 1 | 3 | 3 |
| **Shielded and clinically vulnerable children and young people** | Children classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. We do not expect these children to be attending school or college, and they should continue to be supported at home as much as possible. Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children may fall into this category, and parents should follow medical advice if their child is in this category. | 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 will be able to attend school if their parents deem is safe for them to do so. However, parents will be advised about the additional risks to their child, particularly in Year 1 and Reception bubbles where there is limited expectation for social distancing.  It will be clear to parents that they have the choice whether or not to send their child to school. | 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. | Staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions will not return to work.  Staff who have been classed as clinically vulnerable will be given duties which enable them to socially distance (i.e. break / lunch duties on the playground / field) | COVID transmission to a clinically vulnerable or **extremely** vulnerable adult | | |
| 1 | 3 | 3 |
| **Living with a shielded or clinically vulnerable person** | If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home. | If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance, their parents will be strongly advised that they should not attend school. They will be supported to learn or work at home.  Staff who live with a shielded person will not be expected to return to work.  Staff who live with a clinically vulnerable person will, as far as possible, not be requested to work with Y1 and Reception “bubbles”. | COVID transmission to a clinically vulnerable or extremely vulnerable household member | | |
| 1 | 3 | 3 |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Implement-ing protective measures – Planning & Organising** | Ensure that evacuation procedures are consistent with the principles of this risk assessment.  Ensure that the structure / activities of the day do not create opportunities for increased transmission | | 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. * Those in KS1/EYFS will stay within their ‘bubbles’ and each bubble will remain socially distant from others. * Those in KS2 will line up, all facing the front to avoid face-to-face contact, as spread out as is practicable. * Lines and “bubbles” will be at least 2 meters apart.   After school clubs, wraparound care and violin / guitar lessons will not be available.  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 packed lunches instead of hot meals, and can be spread out across the dining room, hall and, weather permitting, the courtyard / field. If absolutely necessary, pupils will have lunch in their classrooms.  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. | | | | Other risks of harm as a result of changes to procedures during partial school opening | | |
| 1 | 1 | 3 |
|  | | | | | | | | | |
| Last Updated by: | | Janice Freeman & Lara Virgo | |  | Date: | 10 June 2020 | | | |

**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.