

Risk Assessment completed by Rhys Buckley/Clare Trayler

School Name: St Peter’s Anglican Methodist Primary School Date of Risk Assessment: 15 May 2020; updated 21 May 2020; updated 28 May 2020; updated 08 September 2020

Description of activity being risk assessed: School reopening Covid-19

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Action completed
Spread of the virus within the school	All staff pupils contractors and visitors to school	<p>Everyone advised not to enter school if they (or any member of their household) are displaying any Covid-19 symptoms</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.</p> <p>Parents/carers will be asked to check children’s temperature (if possible) and to wash hands before leaving for school</p>	<p>Signage required for front gate and door</p> <p>Information to be sent to parents</p> <p>Regular reminders to be sent</p>	<p>CT</p> <p>RB</p> <p>RB</p>	<p>By 1st Sept</p> <p>Prior to return on 3rd Sept</p> <p>Fortnightly</p>	
		<p>Safe distancing will be followed during entry to the school and supervised as much as possible</p> <p>Communication sent to parents on 20/7 with information on drop off/pick procedures including only one parent/carer should attend and not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment etc</p>	<p>Reminders sent to parents if becomes necessary</p>	<p>RB</p>	<p>Ongoing</p>	

		Marking up outside space with 2m safe distancing on entry path				
		On entering school all pupils will be asked to wash hands or if not appropriate use hand sanitizer	Ensure good supply of hand sanitizer, soap and paper towels available every day in classrooms and toilets Mobile handwashing stations to be set up outside hall doors for children attending breakfast club and in playground to ensure children can carry out handwashing promptly	SLT/Cleaners to ensure supplies topped up CT/RB	Daily before/after school By 3 rd Sept	
		Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin. Pupils wearing any sort of face covering when arriving to school will wash their hands on arrival (as all pupils will), dispose of/store the covering, and wash their hands again before going to their classroom				
		Parents will be asked to stay outside of school building whenever possible and any issues to be communicated by email or telephone Email and telephone details have been shared with parents/carers	Reminders sent to parents if becomes necessary	RB	Ongoing	
		Each year group will be a bubble and not mix with other bubbles (some exceptions will exist for interventions and ASC)				

	<p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p>				
	<p>Areas in use will be well ventilated by opening windows. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p>				
	<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p>				
	<p>Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it's possible to maintain social distancing. Individual risk assessments will be carried out in such circumstances</p>	<p>Individual risk assessment to be carried out for any staff that fall into these categories</p>	<p>SLT</p>	<p>If occurs</p>	
	<p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p>				
	<p>Anyone who shows symptoms in school will be moved to isolation area/room (Deputy Head office)</p> <p>Contents of room have been reduced to a minimum to aid cleaning process</p>	<p>Ensure room is always available.</p>	<p>SLT</p>	<p>Ongoing</p>	

		<p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p>				
		<p>If the isolated person needs to use the bathroom then a designated bathroom must be used (disabled toilet) and bathroom to be cleaned before further use</p>	<p>Disabled toilet will need to be put out of use if used by isolated person until cleaning takes place</p>	SLT	If occurs	
		<p>Ensure person/pupil leaves by the nearest external door</p> <p>Staff know routines and expectations as set out in risk assessment as communicated in staff meeting on 20/5</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the local</p>	<p>Staff supervision for handover to ensure clear guidelines on isolating at home for pupil and family members and how to access testing. Ensure cleaning of room occurs following departure accordingly</p> <p>Re-visit routines and expectations with staff during inset day on 2nd September</p>	<p>SLT</p> <p>SLT</p>	<p>Ongoing</p> <p>2nd Sept</p>	

		<p>health protection team. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> • The pupils and staff in each group • Any close contact that takes place between children and staff in different groups <p>Close contact means:</p> <ul style="list-style-type: none"> • Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ○ Being coughed on, ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) • Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person 	Staff members working across different bubbles and with different groups of children need to keep a record of which bubbles/children they have worked with and when	All staff	Ongoing	
Potential contamination of buildings/equipment	All pupils staff and visitors	<p>Deep clean of all areas in school carried out during summer holidays</p> <p>Each bubble to use designated toilets only throughout the day including before/after school and during break/lunchtimes</p> <p>Staff to wipe down high frequency touch points door handles etc at intervals through the day</p> <p>Cleaning ongoing at end of day using anti-viral cleaning product with deep clean each Friday.</p> <p>Resources removed from each classroom that are not able to be easily cleaned i.e. soft</p>	<p>Regular reminders to pupils regarding no sharing of equipment.</p> <p>Pupils to be advised of designated toilet for their use and need to use this one only</p> <p>Ensure stocks of cleaning materials are maintained</p>	<p>All staff</p> <p>Teaching staff</p> <p>CT</p>	<p>Day 1 of return and ongoing</p> <p>Day 1 of return and ongoing</p> <p>Ongoing</p>	

		<p>furnishings, fabrics, dressing up clothes etc with seams</p> <p>Each classroom used requires all equipment to be cleaned e.g. pens/pencils and no sharing of equipment</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups using them; or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p>	Teaching/support staff will wash their hands and surfaces before and after handling pupils' books	All staff	Ongoing	
Contamination through coughing and sneezing	All pupils staff and visitors	<p>Children to be reminded to use tissues provided to catch coughs and sneezes and dispose in bin.</p> <p>Posters are displayed around school (catch it bin it kill it)</p>	<p>Regular reminders to children.</p> <p>Ensure tissues are available and bins for disposal</p> <p>Bins to be kept away from children, tied up and removed at end of sessions</p>	All staff	Ongoing	
		<p>Children are reminded to catch sneezes with hand or elbow and then to immediately wash hands</p>	<p>Regular reminders to children</p>	All staff	Day 1 of return and ongoing	

		<p>Opportunities available for pupils, students, staff and visitors to wash their hands:</p> <ul style="list-style-type: none"> • on arrival at school • after using the toilet • after breaks and sporting activities • before food preparation • before eating any food, including snacks • before leaving school • after sneezing/coughing. 	<p>Ensure good supply of soap, paper towels, hand sanitizer and PPE available at all times</p>	SLT	Ongoing	
Use of hand sanitizers **	All pupils visitors and staff	<p>Providing/allowing the use of hand sanitisers that contain at least 60% alcohol. Recognising that it is not always possible to follow the hand wash advice in all areas, a hand sanitiser is next best thing. Safety data sheets for product(s) have been circulated to staff which advise on action to be followed if the sanitiser is not used as designed and is swallowed or gets in eyes.</p> <p>Safety Data Sheet for hand sanitizer has been circulated to staff</p> <p>Safety Data Sheet will also help with potential reactions to the product</p> <p>How to use hand sanitizer posters are displayed</p>	<p>Ensure adequate supplies are maintained and are topped up daily at entrance and exit points from the school</p> <p>Supervision by staff to ensure safe use of sanitizers</p> <p>Staff moving between different areas and different groups to use hand sanitizer when moving</p>	<p>SLT</p> <p>All staff</p> <p>All staff</p>	<p>Daily basis, ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
Cleaning of school building	School staff and cleaners	<p>Cleaning staff have been made aware (either by contractor or school) of the levels of cleaning required in each area and provided with required PPE for each area</p> <p>Specific anti-viral cleaning product has been purchased to be used for daily</p> <p>Signs/instructions displaying 'donning and doffing' of PPE have been circulated to staff and are displayed around school</p>	<p>PPE is taken off in controlled circumstances and as regularly as necessary to protect the user and disposed of carefully as contaminated waste – double bagged etc as DfE guidance</p>	All staff	Ongoing	

		<p>Hand washing facilities are available including anti-bacterial hand gel.</p> <p>These are to be used after:</p> <ul style="list-style-type: none"> • Handling waste including body fluid spills and hazardous medical waste. • Cleaning • After emptying bins • After using the bathroom <p>Each child has own plastic wallet to keep resources for their own use</p>	<p>The cleaning of toys, pens and pencils, musical instruments, PE equipment etc, will be carried out as necessary following government guidelines.</p> <p>Desks, door handles etc to be wiped down at lunch time</p> <p>Children not to share resources (where possible) – all must be wiped down in between uses if required. Staff to remind children regularly. Milton available for sanitising equipment</p> <p>Ensure supply of plenty anti-bac wipes/spray & cloths available in classrooms</p>	<p>All staff</p> <p>All staff</p> <p>All staff</p> <p>SLT to ensure supplies topped up</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
Social distancing	All staff and pupils	<p>Pupils to keep 2m away from each other whenever possible.</p> <p>Desks in classrooms all forward facing – no children to sit facing each other</p> <p>Assemblies to continue to be delivered virtually, class groups will not meet up</p> <p>Marked up areas with 2m for parent collect/drop off zone. One way system in</p>	<p>Ensure that when lining up children keep distance.</p> <p>Children reminded that they need to keep apart from other class groups.</p>	<p>All staff</p> <p>All staff</p>	<p>Ongoing</p> <p>Day 1 of return and ongoing</p>	

	<p>operation. Staggered drop-off & pick up times in operation</p> <p>One way system in operation in corridors</p> <p>Keep 2m apart signs displayed throughout school</p>	<p>Reminders sent to parents if becomes necessary</p> <p>Any member of staff working across different bubbles and with different groups of children to keep record of which bubbles/children they have worked with</p>	<p>RB</p> <p>All Staff</p>	<p>Ongoing</p> <p>Ongoing</p>	
	<p>Avoid activities e.g. sitting on carpet together, assemblies, some sports and playground games where distancing is not possible</p> <p>Each class has bucket with small amount of equipment for use by their group only</p>	<p>Equipment to be kept within classrooms to ensure only used by designated group and wiped down/cleaned periodically</p>	<p>Teaching staff</p>	<p>Ongoing</p>	
	<p>At lunchtimes:</p> <ul style="list-style-type: none"> • Avoid lunch queue • Pupils to be spread out at lunch tables – reduce numbers sitting in the same area <p>Rota in place to stagger break and lunchtimes for staff and pupils</p> <p>Children to stay in their bubble to have lunch and at distance from other bubbles when outside.</p> <p>Grounds separated into different zones for bubbles to use so do not mix with other bubbles</p>	<p>Lunches all packed / take away lunches and eaten in classrooms or outside (except Reception class who will use hall)</p> <p>Children reminded that they need to keep apart from each other as much as possible and must not mix with other bubbles</p>	<p>All staff</p> <p>All staff</p>	<p>Ongoing</p> <p>Day 1 of return and ongoing</p>	

		<p>Staff to follow guidance re social distancing in staffroom etc.</p> <p>2 separate rest rooms for staff designated. Staff room can be used by more than 1 'group' of staff but at designated times only</p>		All staff	Ongoing	
		<p>At breakfast club:</p> <ul style="list-style-type: none"> • Pupils to be spread out at tables – different bubbles to sit in separate areas • Avoid queuing for food – use 2m markers etc or serve food to tables on individual plates 				
		<p>At After-School club:</p> <ul style="list-style-type: none"> • Hall to be used • Hall to be split into zones for separate bubbles to use • For snack different bubbles to sit in separate areas and plates of food to be prepared for each group and/or child 	<p>Bubbles to be decided</p> <p>Zones in hall to be designated</p>	SLT	By 3 rd September	
		<p>Children being supervised in hall between 8.40-9.10am:</p> <ul style="list-style-type: none"> • Pupils to be spread out – different bubbles to sit in separate areas 	<p>Parents to be asked to ensure all children who will be waiting in hall to go into class to ensure they have a book with them</p>	RB	By 3 rd September	
Provision of first aid	All staff pupils and visitors	<p>First aid will continue in the usual way with the use of designated First-Aiders and areas and following latest LA guidance (sent to staff & displayed in First Aid room and staff rest rooms). Further information regarding the administering of First Aid has been issued to staff as part of the SPT Full reopening Staff Handbook Sept 2020v2</p>		All staff	Ongoing	

		PPE is available and lidded waste bin to dispose of any contaminated waste and PPE. Staff should wash hands after dealing with pupil and complete any accident forms as usual				
Administering medication	Staff	As much as possible reduce the amount of medication you agree to administer	Ensure consent forms are completed, appropriate storage of medication, records completed of who, what and when in usual manner if need arises. Staff to wash hands after each pupil	SLT	If arises	
Pregnancy	Staff	Possible complications for pregnancy. Implications for health of mother and unborn child	Advise SLT member if become pregnant	All staff	If arises	
			Regularly check Public Health England for updated advice. Seek advice from GP/Midwife if a member of staff becomes pregnant	SLT	If arises	
Office/Reception staff	Staff	Parents/carers and pupils reminded to keep visits to office to a minimum. Parents/carers encouraged to use email or telephone to contact staff	Reduce contact with visitors to school.	SLT	Ongoing	
		Communication sent to parents to ensure they know the requirements regarding contact with school via email/telephone.	Reminders sent to parents if becomes necessary	RB	If arises	
		Office staff to wipe down equipment i.e. keyboards and telephones regularly				
		Request that parents pay for school lunches etc by electronic means to avoid use of cash				

		All parents to use Parent Pay – reminder sent to parents in letter				
Deliveries to school	All staff, pupils and delivery drivers	Potentially regular deliveries will be required once school re-opens for kitchen or other necessary items. Once school receives a delivery wherever possible items will need to be wiped over using antibacterial wipes	Whilst placing the order consider adding advice on delivery procedures within school.	SLT	Ongoing	
			Ensure good supply of antibacterial wipes/spray and cloths are in place for staff	SLT	Ongoing	
Dealing with unwell children	All staff and pupils	Children that become unwell with non Covid symptoms will need to be sent home in the usual manner. Ensuring they are kept away from others as much as possible to minimise spread of illness	Reminders to parents/carers to not send unwell children to school	RB	Weekly updates	
			Public health England poster guidance followed regarding childhood illness	SLT	Ongoing	
Premises plant and equipment	All staff, pupils and visitors.	All maintenance checks to continue to be completed in usual way to ensure everything is functioning as it should				
Fire drill	All staff and pupils	Fire drill procedures and fire safety notices in place. All new guidelines ref social distancing are followed as much as possible.	Discuss with children and complete drill as soon as possible to ensure safe evacuation in the event of a fire	SLT	Ongoing	
SEN children	Staff and pupils	Plans in place in relation to potential behavioural issues in line with/reviewed by SENCO	Regular reviews as required by SENCO/one to one TA particularly if issues with biting/spitting	SM	Ongoing	

** Most hand sanitizer products contain a high volume of alcohol, which is the reason for hand sanitizer fire concerns. Alcohol based hand sanitizers should be stored away from all heat and ignition sources, including (but not limited to) sparks, open flames, any type of electrical outlet, switches or equipment, and extreme heat. Caution should also be used when hand sanitizer has been used and individuals may come into contact with heat/hot surfaces etc.