

Risk Assessment

Covid 19. Schools are following the guidance and information provided by Public Health England and the DfE. This assessment records site specific arrangements at West Tytherley CE Primary.

Rationale

Numbers of Pupils: Our numbers on roll are currently 52. From our initial survey sent out to parents, we have 2 children returning in YR, 4 children in Y1, 4 children in Y6 and 5 pupils in our Key Worker group.

Bubbles: On this basis, we have decided to split the school into 2 two bubbles – one consisting of YR/1 (Infant Bubble) and the other consisting of our Y6 children and Key Worker/Vulnerable pupils (Junior Bubble).

Location/Space: In the interests of enabling more children to join the school, we have separated our Junior Bubble into 2 class groups using Oak and Willow class; and our Infant Bubble with primary use Beech class but have the flexibility to extend into the Chestnut room as numbers increase.

Staffing: The Infant bubble will be managed by one teacher (TG) and 2 support staff members (KM and AB). The Junior Bubble will be managed by one teacher (AM) and 2 support staff members (JR and EB). To provide further support for staff at critical times and release staff for breaks and PPA, cover will be provided by the current members of each team on an informal rota basis and also the HT and members of the office staff will be part of this solution.

Risk Assessment: This assessment has been based upon the above rationale to accommodate the Year groups returning based upon the Government's plan to open up the school to a wider range of pupils. Future plans to open up the school to a wider range of year groups or indeed the whole school are not covered within this risk assessment, since accommodating this whilst having to maintain social distances would be impossible at this time. The school and its parents would need to be assured that the risk of spreading the virus across the school is negligible and therefore the safety of children, staff and the wider community could be maintained.

What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
Underlying Health conditions	Staff, students, or visitors who have underlying health conditions	Those staff who have received a letter from their GP stating to shield are at home working.	Keep in touch with these members of staff – give them jobs that they can complete offsite.	MW	Continuous through this pandemic	
Staffing levels for first aid	Staff, students, or visitors	Paediatric 1 st Aider in both Bubbles.	We have enough First Aiders on site.	SLT	Ongoing	

		Most staff are emergency First Aid trained. MW Full First Aid at Work trained.				
Eating food and snacks	Staff, students, or visitors	Eat in class bubble to avoid use of dining hall and enable social distancing.	Lunches prepared offsite and delivered to school. Food is eaten in class bubbles or outdoors. Sitting separately to socially distance. Lunch times staggered as normal with YR/1 eating and playing together and then Y6 playing and eating together. Key worker children to eat on their own and going out to play. Strict hand washing procedures before eating.	Staff in classes prepare food for children and ensure hand washing	Daily	
Poor hygiene	Staff, students, or visitors	Snuffle stations set up Small group of children in, contained in one part of the school.	Temperature gauged when entering school. Sanitising stations in all areas of the school and every classroom. Soap and paper towels in every classroom. PPE for staff should they request it. Cleaned with disinfectant at the end of every day by caretaker/cleaner. Cleaned throughout the day (desks, handles) by teachers & TAs. Posters and signs reminding children of effective hygiene. Assemblies recorded by HT reminding children of good hygiene practice – washing hands, catch germs in tissues (catch it, bin it, kill it), All cleaning cloths need to be disinfected at the end of the day. Children will wear non-school uniform so that this can be washed overnight.	Staff HT KR/VL Staff Staff HT	1 st June and ongoing practice.	
Transmission while transporting students	Staff, students, or visitors	Socially distanced within taxi	Taxi – speak to Hampshire/Wiltshire taxi service to agree expectations (social distancing; hand sanitiser when getting in and out of the taxi; orderly behaviour getting on and off taxi)	HT/KF to speak to taxi company to ensure compliance	By June 1 st and ongoing	
Pupil Behaviour	Staff, students, or visitors	Behaviour policy in place. Social distancing in place. Small groups of children and teachers	Small classes – remind of behaviour policy. Add to behaviour policy with the elements needed for COVID-19 (i.e. social distancing, washing hands regularly). In event of physically restraining pupils identify these prior to 1 st June. Write	HT, SENCO & Caretaker to tape and spray. Reinforce systems	By 1 st June and ongoing	

		in place. Rules and expectations reinforced.	an IBMP for these children if required. Signage up and around school. Staff role model and explain to the children new processes. Taped/sprayed floors and coned off areas for parents and visitors. One way system established and reinforced for all parents and visitors (in one gate, wait in waiting area socially distanced, leave through other gate).	ongoing.		
Staffing for emergency evacuations	Staff, students, or visitors	Small groups – emergency evacuation follow normal protocol.	Practice emergency evacuation of building adhering to social distancing. Need spray of 2 metres across the muster station on playground so children do not stand next to each other. All classes are small – aim for 2 minutes out of building and repeat several times if this is not managed on the first occasion.	HT HT Staff	Set up by June 1 st Within the first 2 days practice fire drill.	
Identifying and managing risk	Staff, Students, and Parents	Gov guidelines for identifying and managing pupils/staff who exhibit Covid19 symptoms in place.	Establish a room to isolate pupils or staff should they have symptoms. Ensure PPE is worn for staff needing to deal with parents. Parents need to be responsible for identifying these symptoms quickly and taking advice from 111 or their doctor if they are concerned. All emergency contact details need to be up to date. Parents need to be available should the school raise concerns and require a children to go home/isolate.	JR HT Parents KF/SB Parents	Set up by June 1 st and ongoing procedures	

Room	Max number of children/adults in this area	Extra precautions to be taken	Resources	Person responsible
Main office	2 people No visitors	<ul style="list-style-type: none"> Hand washing routines Hand sanitiser before signing in or out Placement of 'Snuffle Station' Reduce number of visitors (no parents unless pre-booked) Desks, light switches and door handles cleaned at lunchtime and the end of the day. 	Paper towels Hand sanitiser Swing bins Cloths and spray	All individuals HT/KF/Parents KF/SB/cleaning staff
Finance office	1 person	<ul style="list-style-type: none"> Desks cleaned at lunchtime and the end of the day Regular hand washing routines 	Cloths and spray Soap, paper towels	KF/SB/cleaning staff Admin staff
Headteacher office	2 adults or 1 adult and 1 child	<ul style="list-style-type: none"> Regular hand washing routines No visitors Teams meetings with LA/Govs Desks, light switches and door handles cleaned at lunchtime and the end of the day 	Soap, paper towels Cloths and spray	All individuals HT/Govs/LA HT/cleaning staff
Corridor leading to KS2 and stairs	2 people	<ul style="list-style-type: none"> One person moving at a time (use offices to allow people to pass if in the narrow section) Adults only - No children using this corridor. Light switches and door handles surfaces eg. hand rails, cleaned at lunchtime and the end of the day 	Cloths and spray	All individuals KF/SB/Cleaning staff
SEN room	1 adult- no children or parents	<ul style="list-style-type: none"> Hand washing routines Desks, light switches and door handles cleaned after working 	Cloths and spray	All individuals Staff / cleaning staff
Staff room/ Photocopier	3 adults max	<ul style="list-style-type: none"> Regular handwashing routines Sit 2m apart - socially distance Hand sanitiser before and after using the photocopier / laminator Top surfaces, light switches and door handles (including fridge) cleaned at lunchtime and the end of the day 	Soap/towels Cloths and spray	All individuals All individuals KF/SB/ Cleaning staff
Infant toilets	1 child at a time	<ul style="list-style-type: none"> Hand washing facilities Surfaces cleaned at breaktimes and end of day Adults to socially distance if needed to assist. If intimate care is required, child encouraged to manage this or parents called. 	Soap and paper towels Cloths and spray	All individuals TG/AB/ cleaning staff
Junior toilets	1 child in boys 1 child in girls	<ul style="list-style-type: none"> Hand washing facilities Surfaces cleaned at breaktimes and end of day 	Soap and paper towels Cloths and spray	All individuals Staff / cleaning staff

Room	Max number of children/adults in this area	Extra precautions to be taken	Resources	Person responsible
Library	No access at present	<ul style="list-style-type: none"> Room closed until further notice. 		HT
Study area	3 children maximum or 1 adult and 2 children	<ul style="list-style-type: none"> Hand washing routines Surfaces cleaned at lunchtime and end of day 	Cloths and spray	All individuals Staff / cleaning staff
Cloakrooms	2 children max	<ul style="list-style-type: none"> Socially distanced Coats, water bottles and lunch kept in classroom under their desk Orderly behaviour/expectations 		Individuals/Staff All Children
Classrooms	No more than 15 children and the same 3 adults in each bubble.	<ul style="list-style-type: none"> Handwashing facilities Routines for lining with distances Use of fire doors are permitted to access outdoor areas if required Desks socially distanced Children at own desk using own equipment. Equipment cleaned at end of day. Laptops labelled Laptops cleaned and put in charging unit at end of day by adult not child. Desks cleaned at beginning of day, before eating lunch and at the end of the day. Behaviour orderly and awareness of safety of others. No shared resources used unless washed in between. 	Soap, hand towels Hand sanitiser Access to 'Snuffle Stations': Located near KS2 main door and outside willow; Near Infant door and near courtyard exit. Trays with individuals equipment and work in on desks.	All teachers/support staff. All individuals
Playgrounds & field	No more than 15 children out and only one bubble at a time.	<ul style="list-style-type: none"> Staggered breaktimes 10.00-10.30 Infants and 10.30-11.00 Juniors. Alternate the use of field and lower playground each day so that Keyworker bubble and Y6 bubble do not play together. Upper playground and climbing equipment not used. Limited range of equipment available each day and not used by both bubbles Adults only to get equipment out and put away. Equipment cleaned at end of play/lunch/day. Supervision split (2 adults) to ensure that staff get a comfort break (15 mins) Walkie talkies used every play to communicate with staffroom and office. Handwashing at end of play as they come into the building. Lining up must be socially distanced. 	Limited equipment Clothes and spray. Walkie Talkies	All staff In place for 1 st June

Room	Max number of children/adults in this area	Extra precautions to be taken	Resources	Person responsible
First Aid	First aid administered by first aider. No more than 1 child and 1 adult.	<ul style="list-style-type: none"> • Maintain social distances • Regular hand washing routines • Use PPE (mask and gloves - stored in medical cupboard). • Contact parents if required as per policy 	Soap, towels Sanitisers. First Aid equipment available.	First Aider/Paediatric first aiders.
Kitchen	No access through kitchen except in emergency.	<ul style="list-style-type: none"> • No cooking or preparing food in school. • Use this room to isolate individuals should they exhibit symptoms and need to wait for parents to arrive. 	Bed available PPE Soap and hand towels	All individuals First Aider/Paediatric first aiders/HT/KF