



Saxilby Church of England Primary School – January 2021

Operation Description: COVID-19 Schools providing a service to children of key/essential workers

Operation Location: Saxilby Church of England Primary School

Persons at Risk: LCC employees, pupils, parents/carers

Risk Assessment Guidance

Hazard: Something with the potential to cause **harm**.

To Assess Risk: Using the **tables below**, consider **Severity (S)** and **Likelihood (L)** **without** Control Measures. **Multiply (S x L)** If applicable, **add** the **Weighting** figure.

Describe Control Measures: Control measure(s) **reduce** the likelihood, **and/or** severity of **harm**, reducing **risk**.

Re-assess Risk, considering Severity (S) and Likelihood (L) **with** Control Measures in place.

Multiply (S x L) and, if applicable, **add** the **Weighting** figure = **Risk Rating** (with controls).

Severity (S)	x	Likelihood (L)	+	Weighting (W)	=	Risk Ratings (R)	
Fatality = 5		Likely = 5		Apprentice/trainee/inexperienced staff member/young person (15-18yrs) = 5		20 +	Very High Risk
Injury (Specified injury / RIDDOR reportable) = 4		Probable = 4			15 - 19	High Risk	
Injury (requiring treatment and/or 3 to 7 day absence) = 3		Possible = 3		Part-qualified/staff with less than 2yrs experience/persons aged 18-25yrs = 3		9 – 14	Medium Risk
Injury (requiring treatment and/ or absence less than 3 days) = 2		Unlikely = 2			4 – 8	Low Risk	
Minor Injury = 1		Very Unlikely = 1		Fully qualified/professional/ management/ and/or persons above 25yrs = 0		1 - 3	Very Low risk

HAZARD	Assessment of Risk without control measures				CONTROL MEASURES TO REDUCE THE RISK	Assessment of Risk with control measures			
	S	L	W	R		S	L	W	R
School could lapse/fail to follow the newest national and/or LCC guidelines and advice on COVID-19.	4	3	0	12	<ul style="list-style-type: none"> Daily checks will be made with:- <ul style="list-style-type: none"> Government websites (Gov.uk) or LCC website Local/National news providers Local school networks/partnerships (if applicable) Any changes in national/LCC advice and guidance to be shared with the Head, Board of Governors etc. for appropriate action. Staff, Parents and students to be updated in a timely manner, using email, letters etc. as necessary. 	4	1	0	4
COVID-19 precautions are not followed within the school environment, leading to potential spread or outbreak.	4	3	0	12	<ul style="list-style-type: none"> COVID-19 <u>hygiene advice</u> and posters are displayed in key areas of the school site. Staff to reiterate to Parents and Students (via letter/email/classroom talks etc.) the importance of :- <ul style="list-style-type: none"> Hand washing on a regular basis Covering coughs and sneezes with a tissue and disposing of it (Catch it, Bin it, Kill it) Trying to maintain 'social distance' wherever possible Not touching eyes/nose/mouth with unwashed hands Maintaining class and YEAR GROUP bubbles wherever possible Walk not talk around communal areas Maintaining timetabled use of spaces All welfare facilities to be checked and cleaned regularly, and ensure a supply of anti-bacterial hand wash soap is available Hand sanitiser to be provided to all classrooms, for use at the start of the day, after lunch etc. Pupils to wash their hands after sporting activities/ PE / using communal spaces such as the hall Class teachers to be provided with anti-bacterial wipes to wipe down classroom surfaces. 	4	2	0	8

					<ul style="list-style-type: none"> • School cleaning regime is increased to include frequent cleaning of frequently touched items (Door handles/doors/taps/table tops etc.) • Adults will wear face coverings in communal areas and where swapping bubbles prevents distancing <i>‘Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. There is currently very limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be effective in reducing the spread of coronavirus (COVID-19). Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately. Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings in education settings or in public places.’</i> • The school office will have a notification folder for the cleaning staff to check at start of each shift of any areas that require a deep clean or areas that require extra protective measures. This will be used if a symptomatic member of the school community has gone home during the school day. 				
Staff failing to report feeling unwell and attend school, potentially spreading COVID-19	4	3	0	12	<ul style="list-style-type: none"> • Staff are aware of the importance of following national guidance, and to stay home and self-isolate. • Staff to follow the school and/or LCC guidance on reporting sickness due to suspected/confirmed COVID-19. See below • School to report confirmed cases of COVID-19 to the LCC Corporate Health and Safety team 	4	1	0	4

					<ul style="list-style-type: none"> Staff to access test as soon as possible 				
Staff or student starts to show symptoms of COVID-19 (suspected) whilst at school	4	4	0	16	<ul style="list-style-type: none"> Staff member to be sent home immediately (travel home appropriately) and begin self-isolation, and follow the guidance regarding sickness reporting. Students to be moved to an 'isolation room', until a Parent/carer can arrange pick-up. Supervision of the student should take place at a minimum of 2 metres away. Isolation room to be clearly signed, to prevent accidental access by others. Once Staff or Student has left the premises, follow the Reporting of Employee with COVID-19 flowchart, and access to the isolation room will be restricted until cleaning has taken place. All to access test as soon as possible 	4	2	0	8
Lack of social distancing resulting in children being in close contact with each other leading to potential spread or outbreak.	4	3	0	12	<ul style="list-style-type: none"> Structure school into year bubbles to allow educational offer to be delivered as required Children will within their bubble, when working inside and/or outside the classroom. Extra table wiping will take place when children are required to work at a different tables during the day (within their year group bubble). This will only happen where it is essential for educational delivery. Staff ensuring they monitor individuals leaving the classroom to go to the toilet during lessons Children to have their own water bottles and equipment on their tables / in zones nearby to reduce groups together or mixed up bottles. Tables to be cleaned throughout the day Staff are assigned year group bubbles and stay with this bubble where possible and will maintain social distancing where protection of bubbles is not possible <p>Dfe guidance states:</p>	4	1 Between bubbles	0	4

					<p><i>'All teachers and other staff can operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision. Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Try to minimise the number of interactions or changes wherever possible.'</i></p> <ul style="list-style-type: none"> • Children stay in own classroom/own outdoor designated space for majority of the day • Children will not mix with other children from other phase bubbles 				
Lack of social distancing using toilets and poor hygiene	4	3	0	12	<ul style="list-style-type: none"> • Staff ensure they monitor who goes to the toilet and when • Allocated toilets for different groups of children • Children will be reminded to wash their hands every time they visit the toilet • Extra signs in toilets re washing hands • Doors to be cleaned at regular intervals (signing sheet in place) • Toilet cleaning chart to be on the wall outside each toilet • Extra soap ordered to ensure we do not run out – always surplus stock. 	4	2	0	8
Lack of social distancing waiting to enter classroom in the morning	4	3	0	12	<ul style="list-style-type: none"> • Staggered drop off and pick up times • Children will enter on arrival (exits will need to be monitored for arrival of new children while maintaining safety of children already in the building) • One way system for parents to drop off children at the classroom, outside door. • Requesting one parent drops each child off (and siblings if unavoidable) • Children to wash hands as they enter and leave the school • Signage to be around the one way system to remind parents to keep social distancing 	4	2	0	8

					<ul style="list-style-type: none"> • Staff monitoring drop off and pick up arrangements 				
Lack of social distancing during playtimes and lunchtimes beyond own bubble	4	3	0	12	<ul style="list-style-type: none"> • Staggered playtimes and allocated play areas for class bubbles • Staff supervision through-out all playtimes and lunch times by an adult from the class bubble • No rolling snack time in early years • KS2 in classrooms • Year groups in KS1 and EYFS in separate sittings in the hall • Reconfigure seating in the hall to reduce footfall and increase social distancing 	4	1 Bet we en bub ble s	0	4
Lack of social distancing when children are eating their lunch	4	3	0	12	<ul style="list-style-type: none"> • Change timings of lunches for EYFS and KS1 • Year groups in KS1 and EYFS in separate sittings in the hall with thorough cleaning between groups • Reconfigure seating in the hall to reduce footfall and increase social distancing • Children to eat their lunches in the classroom in KS2 • Designated lunch time supervisors to be assigned to phase bubbles 	4	1 Bet we en bub ble s	0	4
Lack of social distancing in corridors	4	3	0	12	<ul style="list-style-type: none"> • Children staying in their classroom and accessing outside from the exterior classroom door. • One child going to the toilet at one time from a classroom during lessons • Peak handwashing/toileting times, such as lunchtime, will be one bubble at a time – observed by an adult. These will be cleaned where needed between different classes using them • Messages to office via email or teams phone call • Emergency card system to be still in place • Staff to have a choice of staff rooms/spaces to eat their lunches • Each class have a mobile telephone to improve communication with the office without increased movement around school 	4	2	0	8

<p>Contact with shared spaces leading to spread of infection eg hall</p>	4	3	0	12	<ul style="list-style-type: none"> • Only children from the same bubble will use the hall at any one time • Handwashing will take place before and after being in the hall. • Children in different classes will be a least two metres apart while in the hall • Only one bubble a day will meet in the hall collectively • Only one class will use the hall per session (3 possible sessions a day) – no equipment will be used, doors will be propped open throughout and door handles, screen, laptop will be cleaned on way in and out 	4	2	0	8
<p>Contact of shared resources leading to spread of infection</p>	4	3	0	12	<ul style="list-style-type: none"> • Children will be given individual stationary • Tables, door handles and other high contact areas to be cleaned throughout the day (sign sheets will be in place) • Children encouraged to wash their hands / hand gel before and after each sessions • Resources to be kept in school. • Electrical equipment to be wiped and cleaned before and after each use • Malleable materials and resources such as pasta, seeds will be removed from working areas • All resources used to be cleaned after use or not used for three days • Play / PE equipment to be cleaned after use or not used for three days • Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. • Outdoor sports should be prioritised where possible • Equipment in the Early years that encourage children to put things near or in their mouths e.g. tea sets will be removed • Singing sessions will follow national guidance https://www.musicmark.org.uk/wp-content/uploads/Guidance-for-Schools.pdf All the children will be facing one way with teacher sings at 90 degrees to them Singing should be quiet and of short duration. Adults will try to create a breeze in the room and try to increase ventilation for 30 minutes after each session 	4	2	0	8

Emotional distress of the children	3	3	0	9	<ul style="list-style-type: none"> Children to be grouped in to their phase with children they are already familiar with. Information about returning to school to be sent from the school Emotional and wellbeing activities to be planned for within class bubbles Staff will be vigilant to individual children's presentation of wellbeing and plan according 	2	3	0	6
Emotional needs of the staff	3	3	0	9	<ul style="list-style-type: none"> Planned time for planning and preparation within the week with continue Numerous designated 'staff areas' Phase leaders to check in with phase staff each week Sharing of support helplines Communal areas and resources to be cleaned throughout the day e.g. tables and telephones Staff encouraged to discuss any health anxieties with their phase leader 	2	3	0	6
Risk of close contact – 1:1, intimate care and restraint risking spread of infection	4	4	0	16	<ul style="list-style-type: none"> PPE purchased if needed (Dfe allocation also being delivered) If restraint is necessary then follow team teach guidance Handwashing procedure to be followed after close contact Any staff with health anxiety to be exempt from this close contact 	4	2	0	8
Poor hand hygiene	4	3	0	12	<ul style="list-style-type: none"> Soap dispensers and refill in every toilet Hand gel to be available in every classroom Extra hand gel and soap ordered to ensure surplus stock is also on site Children hand wash or use hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze Washing hands posters replaced in all washing areas Reminders how to wash hands properly –videos and posters. Children reminded throughout day. Video watched every two days / posters reviewed daily. 	4	2	0	8

					<ul style="list-style-type: none"> • Procedure agreed for children to wash hands to ensure thorough hand washing • Increased supervision when children are washing hand • Tissues in each classroom 				
Lack of cleaning	4	3	0	12	<ul style="list-style-type: none"> • All surfaces, handles, toilets and shared equipment will be cleaned throughout the day. • Soft furnishings and soft/cloth toys will be removed from use in classrooms • Deep cleaning will take place in any areas that a symptom has been displayed (cleaners will be notified via the office of areas needing attention) 	4	2	0	8
Visitors coming in to school	4	3	0	12	<ul style="list-style-type: none"> • All visitors will enter school via main office and sign in with full contact details for track and trace purposes • Where online meetings can take place it will • Only essential face to face meetings will be in school such as social workers, therapy services, specialist teaching service • Volunteers will not be returning until further review • Schools can continue to engage students, trainees, supply teachers and other supply staff during this period. • We will be welcoming trainee teachers and students into school • Parents will be discouraged from face to face meetings in school unless essential – face coverings will then we worn. TEAMS and Zoom or telephone will be used where possible • Parents will be asked to wear face coverings for all meetings in school building • Parents dropping off and picking will be asked to wear face masks while on the school site. 	4	2	0	8

***each square to be colour coded to suit the risk rating**

Directorate:

Education – Schools

School:

Saxilby Church of England Primary School

HeadTeacher Name

Catherine Stratton

Signature:

C Stratton

Date:

1/1/2021