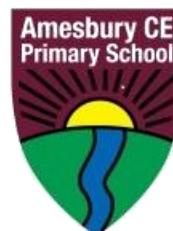


Schools Covid-19 Risk Assessment

Whole School Opening: September 2020



“Whatever you do, work at it
with all your heart” Col 3:23

Name of School	Amesbury CE Primary School
Name of Interim Headteacher	Mr D Jeffries
Chair of Governors	Mr M Carter
Assessment completed by	Mrs S Short
Last review date	25.08.2020
Version	4

Monitoring of the control measures set out in this risk assessment will be carried out by the Interim Headteacher and School Business Manager (responsible for Health and Safety in school). Frequent reminders for compliance will be given by the Interim Headteacher and Deputy Headteacher and non-compliance will be addressed immediately. Continuous review of the control measures will take place and updated as necessary. Health and Safety Governor and Local Authority H&S Advisors are permitted to visit the site to assess compliance to the Risk Assessment control measures set out below.

Identified Hazard	Persons at risk (High / Medium / Low)				Measures to reduce and control risk	Remaining risk (High / Medium / Low)				
	Pupils	Staff/ vln'trs	Parents	Visitors / c'ntracts		Pupils	Staff/ vln'trs	Parents	Visitors / c'ntracts	
1. Maintaining social distancing in classrooms leading to indirect transmission of the virus										
1. Maintaining social distancing in classrooms leading to indirect transmission of the virus	1.1 Pupil numbers and room sizes impede the means to reduce contact					Classroom furniture rearranged to reduce frequency of face-to-face or side-on contact, where possible forward facing and side by side seating arrangements will be adopted. Implementation of year group bubbles will reduce pupil contact with wider school community.				
	1.2 Communal resources and books may lead to germ transmission					Where practicable, pupils to be assigned own sets of resources which will not be shared. Where some resources must be shared these are to be cleaned between pupil use and disinfected at the end of the day (i.e. maths manipulatives). Home reading books will be stored for 72 hours before being re-circulated and cleaned between transfer to home and school. Refer to Marking and Feedback Policy COVID-19 addendum, and Teaching and Learning Policy COVID-19 addendum.				
	1.3 Pupils may move seats within a lesson or change places for subsequent lessons; movement of pupil groups around the school					National Curriculum aged pupils all to be assigned their own seat/learning space which will remain consistent for the duration. To remain at desks within classrooms and to be assigned a consistent desk/learning space for each day.				
	1.5 Teacher / pupil feedback within close distance and risk of transmitting germs through marking books, etc.					Distance feedback and pupil self-marking to be optimised. Class teachers and TAs will limit close proximity teaching methods and use only when necessary and when the disapplication of these does not impede on the quality of instruction or learning for the pupil(s). Refer to Marking & Feedback Policy COVID-19 Addendum.				

2. Maintaining social distancing in communal areas of the school site resulting in indirect transmission of the virus, including exit entry points to school site										
2. Maintaining social distancing in communal areas of the school site resulting in indirect transmission of the virus	2.1 Numbers arriving simultaneously on school transport impede the means to distance or reduce contact, and impede effectiveness of staggered start/finish times of school day; Numbers of parents and children at entrances and exits impede social distancing.					Year groups to have separate entrances to the school site to reduce number of people gathering at any one point. Siblings will need to use separate entrance points to allow for natural staggering of drop-off. 2m distance markers to encourage parents and pupils to maintain social distance whilst waiting at the gate. Walkie-talkie system to release pupils one at a time at the end of the day. The vehicle drop-off zone on Kitchener Road to remain suspended, parents choosing to drive to school may use Central Car Park (<2min walk) or B&M car park for free (<5min walk). The school does not provide a school bus service.				
	2.2 Number of pupils and staff moving around the school impede the means to distance and reduce contact in corridors, cloakrooms and other communal spaces.					One way flow of traffic clearly marked by signage and arrows on the walls and floor. Rotation of pupils to access coat pegs to minimise number of pupils in his area at any time. Only essential items to be brought in from home (I.e. coat, homework) and where practicable these to be kept at their classroom learning space. Reduction of whole class movement around the school and Year Group Bubbles to remain only within their allocated 'zones' within the school site.				
	2.3 Large school community increases risk of virus spreading					School community split into Year Group Bubbles and must remain in year group zones for the duration of the day. Each zone will have pupil toilets, staff toilets, a staff break room, a member of the SLT staff, first aider (including paediatric first aid in EYFS), outdoor area. Acts of Worship, Assemblies and other similar congregations of the whole school to be held within bubbles. Singing Practice is to be suspended until further notice. Distance marking in place in appropriate areas where queuing is likely.				
	2.4 Staff communal areas impede ability to socially distance					Encourage staff to reduce use of staffrooms, all staff to be provided with adequate respite breaks during the day. Additional staff rooms to be created to limit number of staff gathering in one area. All staff break rooms to be equipped with suitable hand sanitiser, hand washing facilities, disinfectant spray, fridge, kettle, toaster, microwave and signage to encourage social distancing and increased hygiene measures.				

2. Maintaining social distancing in communal areas of the school site resulting in indirect transmission of the virus	2.5 Large groups of pupils and different pupils using the dinner hall facilities					All pupils to eat their lunch at their designated space in classroom - dining halls closed to pupils. A designated space allocated for Early Years to eat their lunch as no individual tables within this class.				
	2.6 Visitors and contractors on site may indirectly bring virus onto school site and transmit to staff or pupils, or pick up from staff an pupils already on site					No non-essential visitors to enter school site (internal areas). Where essential visits to school are necessary, (including but not limited to emergency site contractors, social care visits and additional support for vulnerable pupils) and remote visits are not possible ensure enhanced hygiene and social distancing measures are used. A record of site visitors must be kept for 21 days				
	2.8 Playground and outdoor spaces shared by different groups of pupils and may lead to larger groups of people gathering; Break and lunch time play may lead to groups of pupils congregating within close proximity or playing contact games that may indirectly spread virus					All year groups are designated an outdoor area so that other year groups of pupils are not indirectly passing germs. Inclusion of some cleaning time in-between bubble groups accessing the outdoor space as appropriate. Adults to lead non-contact games. Staff and pupils to remain within their year group designated outdoor space. Non-contact games and socialisation encouraged, e.g. dancing, hula hoops, races.				
	2.9 Play and sports equipment being shared by multiple pupils from different groups					All equipment to be cleaned in-between pupil use and before and after a bubble uses it. Equipment not to be used for 72hours between different bubble groups.				

3. Hygiene and cleaning

3. Hygiene and cleaning	3.1 Number of cleaning staff available to provide enhanced cleaning, in particular during the working school day					During working day, pupils and staff to remain within year group zone to prevent indirectly transmitting between other zones. Staff to use appropriate disinfectant throughout the day and cleaners thoroughly clean all areas at the end of every day. Increased cleaning of toilet facilities throughout the school day by the site team.				
	3.2 Access to sufficient handwashing and hygiene facilities					Use of hand-sanitiser stations at entry and exit points to school building; all pupils and staff to increase handwashing opportunities during the school day with soap and water – most classes have a sink for this in the classroom (Year 3 only year group without classroom sinks, this year group to be given priority access to the sinks in toilets). Ensure that the hand sanitiser pumps and dispensers located at entry/exit points and strategic points around the school are maintained by site staff.				
	3.3 Poor pupil hygiene following use of the toilets, particularly for younger pupils, and where there is a lack of hot water available in the school.					Hand hygiene reminders and posters in toilets, younger pupils supervised, personal hygiene reminders to be referred to several time throughout the day for all pupils. This will include direct teaching of personal hygiene through PSHE lessons. Scheduled points throughout the day where hand washing for pupils must take place. Promotion of the 'Catch it, Bin it, Kill it' campaign to pupils and staff.				
	3.4 Use of new or hazardous substances as part of the enhanced cleaning regime					COSHH assessment to be carried out by Site Manager and Cleaning Manager for any new cleaning/sanitising products in use. Additional cleaning staff to be made aware of the COSHH risk assessments. Appropriate storage of hazardous substances in cleaning cupboard. Classroom disinfectant spray (used throughout the day) to be stored in teacher cupboards during the school day out of pupil reach. Material data sheets to be made available for new and existing products.				

4. Health and well-being of staff and pupils

4. Health and well-being of staff and pupils	4.1 Pupil well-being: Lack of socialisation with peers in other year groups for pupils, as well as ability to interact within own bubble in a 'normal' way					Recovery curriculum to incorporate understanding of social and emotional impact of COVID-19 and extended absence from school for many pupils. PSHE and well-being activities, which may include video calls to other classes, who school virtual worship and/or assemblies, sending emails to other groups and other virtual or remote social activities.				
	4.2 Staff well-being: Lack of socialisation with peers in other zones or bubbles for staff; Increase in work load and disruption to planned teaching sequence if lock down occurs again					Well-being catch-up with IHT or DHT, staff to share concerns for peers with SLT so that appropriate support can be offered. SLT member to offer respite for staff if/when needed. Staff risk assessment in place and updated as appropriate.				
	4.4 Access to first aid facilities, including a first aid trained staff member (paediatric first aid in EYFS)					All areas within school have at least one allocated first aid trained staff member and all classrooms have access to own first aid kit. In EYFS a paediatric first aid staff member to be in each room. Medical room may be used for unwell children who do not display symptoms of coronavirus				
	4.5 Behaviour policy implementation and practicality during new temporary measures					Refer to Behaviour Policy COVID-19 Addendum and behaviour policy September 2020; this also includes response for pupils deliberately coughing, spitting or otherwise directly trying to spread germs and therefore possible infection.				
	4.6 Risk of transmission of potential virus when restraint is deemed necessary in response to pupil behaviour					The positive handling policy should continue to be implemented throughout. Where use of physical intervention is needed, debrief with all staff and pupils involved will evaluate if it is necessary to send those involved home to enable them to shower, change clothes, etc. to reduce risk				

4. Health and well-being of staff and pupils	4.7 Staff or pupil displaying symptoms of coronavirus during the school day; outbreak of COVID-19 within the school (defined as 2 or more confirmed cases within a fortnight)					<p>The summer house will be the allocated coronavirus quarantine zone. Disposable PPE kits for both the pupil and supervising staff member to be used at the earliest opportunity (If the pupil is vomiting, etc. staff member to remain outside the summer house with full view of pupil.) Pupil to go home at the earliest opportunity and follow the COVID-19 testing guidance on gov.uk to access a kit and get results before returning to work. There is no need for supervising staff to go home if they are not displaying symptoms; Staff clear on procedures if they have suspected COVID and return to work guidance</p> <p>Senior leaders have awareness of the PHE “local outbreak management plan”</p> <p>Local school management plan is in place and relevant staff have been made aware</p> <p>Remote education plans in place</p>	<p>Risk may remain high depending on Coronavirus test results. If test is positive then government guidance on isolation for those who have been in contact must be followed.</p>			
	4.8 Pupils with SEMH needs and those with anxiety arising due to the stringent measures in place in school, unable to access The Bridge or ELSA support in the way that they are used to					<p>Pupils with EHCP to have a risk assessment and adapted de-escalation plan in place where needed</p> <p>SENDCO Team to continue to liaise with parents.</p> <p>Reduced timetables may be considered. Virtual or face to face ELSA and counselling where necessary and appropriate to do so.</p>				
	4.9 Transition of pupils who have been away from school for several months and are returning to a school very different to how they remember it and are used to may have increased or new SEMH issues. Pupils returning to new classes and teachers since they left in March.					<p>PSHE, well-being and transition activities to be the focus for the first week of learning (at a minimum) and adapt this to the needs of the pupils. Pastoral manager to place resources and provide support in response to staff feedback.</p>				

5. Health and well-being of staff and pupils	4.10 Pupils and staff who need medication administered in school					Where pupils take daily medication in school for chronic conditions or needs, (and it is safe for them to attend the school site as attendance at school does not present additional risks to their health condition) medication must remain locked in the central school medical room and only allocated members of staff may deliver this to the to the pupil's class. The usual recording methods for this must still take place. For children (and staff) who require medication for arising medical needs an assessment as to whether attending school poses additional risk of infection must be considered and responded to. For instance, pupils and staff who require antibiotics may be recommended not to attend the site until their condition has improved and medication stopped.				
	4.11 Induction of new pupils and staff joining the school in September and transition of current pupils to new classes					The approach for inducting new starters has been reviewed and updated in line with current situation. New starts to the school have been informed of current measures the school is taking to reduce risk of COVID-19 spreading. Virtual transitions meetings have taken place for all pupils and SEND / vulnerable pupil specific transition plans in place to support individual needs. Updated behaviour policy for September 2020 in place.				
	4.12 Safeguarding					Updated safeguarding policy for September 2020 to incorporate KCSiE 2020 changes in place. All staff clear on this. DSL in place full time in school with support of 3 other staff members as DDSL Known safeguarding issues addressed and shared with relevant staff Safeguarding updates and training in September for all staff (virtually where possible) Ongoing inter-agency communication to provide safeguarding support for pupils.				

5. Other and general hazards

5. Other and general hazards	5.1 Older pupils walking with permission to walk home alone congregating off-site or not adhering to social distancing measures on their walk home.					Parents must give new consent for pupils to walk home during the COVID-19 response. School strongly recommends that all pupils are collected at the end of the school day by an appropriate adult.				
	5.2 Pupils bringing items in from home, including bookbags and lunchboxes, and wearing the same clothes multiple days in a row.					For children bringing a packed lunch to school this should be brought in a hard lunch box that can be sanitised at the entry/exit point to school to limit potential contamination from school being taken home. Water bottles should be taken home daily and washed, and before and after school wiped down at cleaning stations placed near to school entrances. Reading books to be left to decontaminate for 72 hours before going back into the book rotation. No additional items from home will be permitted in school. Children should wear school uniform to school each day and P.E. kit on their allocated P.E. day. All P.E. and physical activity will take place in the outfit the child has worn to school that day. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.				
	5.3 Event of a fire alarm or other unforeseen emergency (i.e. lockdown emergency)					In the event of the alarms sounding all social distancing measures become void as the priority is reducing serious physical injury or death in the event of a fire or other emergency. Closest fire escape routes should be taken and fire assembly points used. Fire wardens may not be in their usual allocated spaces so all staff should take responsibility to ensure that windows and doors are closed when exiting the school site.				

5. Other and general hazards	5.7 Operation of the school and organisation and coordination of all zones, and staff and pupils within these, including responding to Government or Local Authority updates					SLT will each be based across the school and are able to move between areas. All staff may move between classes during the school day where it is necessary to do so, including PPA sports coaches and members of the pastoral team; implementation of appropriate social distancing and increased hygiene measures in place.				
	5.8 Well-being and welfare of pupils and families not attending school					All pupils are expected to attend school. Where pupils are not attending usual absence procedures should be adhered to and the Pastoral Manager to pursue concerns around pupil attendance with the Educational Welfare Officer.				
	5.9 Access to PPE					The wearing of any PPE is not considered a necessary control measure except where set out specifically in this risk assessment for first aid or medical attention needs. Ventilation improved where practicable by having windows open. PPE will be available for close contact situations such as administering first aid. PPE must be worn when there is a suspected case of Coronavirus or if, in the rare possibility, a child has soiled themselves (in which case parents will be expected to collect immediately and clean spare kit will be provided for the child to wear home).				
	5.10 Premises and utilities management					Premises and utilities have been health and safety checked and building is compliant. <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 				

5. Other and general hazards	5.11 Local traffic impact from the closure of the school drop off lay-by and opening of additional entrances to the school site; Changes to school routine cause vehicular and pedestrian traffic management issues					Staff to continue to use allocated staff car parks, and to park in the car park nearest to their working zone. Parents encouraged to use the central town carpark which is opposite the school and is currently free during the pandemic. (This carpark provides 20minutes of free parking during normal times). B&M car park is also available for parents of the school for free, and is less than a 5minute walk from the school. The closure of the drop-off layby should reduce the road traffic on Kitchener Road from normal school operation. Reminders in communication letters from school should include safe parking zones and remind parents not to park on or obstruct local resident driveways. Encourage alternative means of travel to school than cars and/or public transport (i.e. walking & cycling)				
	5.12 Premises lettings					Use of premises for lettings managed by SBM, all outside agencies to provide their own risk assessment that is reviewed and agreed with SBM and site manager before lettings may commence.				
	5.13 Cleaning and waste disposal					Enhanced cleaning regime is in place in line with COVID19: Cleaning in non-healthcare settings guidance. Capacity of cleaning staff is adequate to enable enhanced cleaning regime. Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place.				
	5.14 Second wave of COVID-19 may cause another lockdown					Plans in place for potential second lockdown, including use of remote learning. Plans and arrangements for vulnerable pupils in a second lockdown in place.				

	5.15 Risk assessments and policies do not take account of additional COVID-19 risks					<p>Ensure all work environments and teaching/learning activities have been subjected to risk assessments in line with conventional H&S requirements.</p> <p>Review and where necessary update all risk assessments with additional control measures to counter any significant infection transmission risk</p> <p>Pay particular attention to curriculum areas and activities being resumed for the first time since school restrictions were introduced</p> <p>LoTC activities are restricted to non-residential activities and are subject to the usual process of risk assessment and authorisation.</p> <p>One -off activities such as PTA and other fundraising events, firework displays etc will be subject to separate risk assessment.</p> <p>Lettings of facilities will be subject to separate risk assessment.</p> <p>School clubs, Breakfast clubs and after-school provision are subject to a separate risk assessment.</p> <p>Behaviour policy amended to reflect covid-19 protocols.</p>				
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*NB: the term PPE is used throughout the risk assessment. This refers to disposable gloves, masks and aprons. Where PPE is used this is to be placed in a sealed plastic bag or plastic tub which will then be disposed of directly into general waste. Staff and pupils should wash hands thoroughly after handling PPE and follow PHE guidance on the safe removal of PPE:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/911312/PHE_Taking_off_PPE_standard_infection_control_procedures.pdf