

## Schools Covid 19 Risk Assessment – May 2020



Name of School	Amesbury CE Primary School
Name of Interim Headteacher	Mr D Jeffries
Assessment completed by	Mrs S Short
Assessment date	21.05.2020

This risk assessment template sets out the measures that may be used to maintain a safe environment for all occupants and visitors to the school/setting and to reduce the transmission risk of covid-19 coronavirus as far as is reasonably practicable. Particular attention must be given to those at greatest risk including vulnerable groups, pregnant women, and those with underlying health conditions.

Use the template to prepare a specific risk assessment for your school/setting. It must be kept under review and updated accordingly.

### Useful links:

DfE Planning guide for primary schools can be found [here](#).

DfE guidance on implementing protective measures can be found [here](#).

Right Choice Coronavirus Resources are available [here](#).

RISK	CONTROL MEASURES TO CONSIDER
<b>1. Maintaining Social distancing – external areas</b>	
Numbers of parents and children at entrances and exits impede social distancing.	<ul style="list-style-type: none"> <li>• Instructions for parents/carers on social distancing rules on site.</li> <li>• Staggered start/finish times for different groups.</li> <li>• Markers on floor for children and parents to wait. Ensure markings do not create slip/trip hazard</li> <li>• Use of different entrances/exits for different groups.</li> <li>• Only one parent/carer to accompany child.</li> <li>• Staff on duty to supervise.</li> <li>• Signage.</li> </ul>

RISK	CONTROL MEASURES TO CONSIDER
Changes to school routine cause vehicular and pedestrian traffic management issues.	<ul style="list-style-type: none"> <li>• Encourage parents to walk/cycle to school with children.</li> <li>• Stagger drop off / pick up times.</li> <li>• Review traffic management risk assessment where changes to start/end of day apply.</li> <li>• Encourage staff to walk/cycle to school.</li> <li>• Staff on duty to supervise.</li> </ul>
<b>2. Social distancing – internal areas and during breaks</b>	
Pupil numbers and room sizes impede social distancing	<ul style="list-style-type: none"> <li>• Where practicable reduce number of children in the classroom to enable social distancing. DFE advise no more than 15 but the maximum number will depend on space available.</li> <li>• Remove excess furniture to safe storage areas to increase space.</li> <li>• Desks to be spaced out as far as possible but do not impede fire escape routes and exits.</li> <li>• Floor markings to illustrate 2m areas (including an area for the teacher/TA).</li> <li>• Children to remain at their desks when in the room.</li> <li>• Children to use the same desk each day.</li> <li>• Lessons planned for individual work as opposed to close group work.</li> <li>• Social distancing to be explained to children with regular reminders.</li> <li>• Signage/Posters in each classroom.</li> <li>• Consider the use of school grounds / local environment to extend the range of teaching spaces available.</li> <li>• Allocate named staff to each group of children.</li> <li>• Staff to supervise and enforce measures.</li> </ul>
Number of pupils and staff moving around the school impede social distancing in corridors and other communal spaces	<ul style="list-style-type: none"> <li>• Children remain in classroom during the day.</li> <li>• Use of a one-way system around the school.</li> <li>• A 'walk on the left' policy if one-way not practicable.</li> <li>• Lane markings on floor and 2 metre markings in areas where queuing is likely.</li> <li>• Areas not in use to be closed off (not escape routes).</li> <li>• Children to keep coats, bags, lunchboxes etc with them in the classroom (under desks) or in suitable storage area.</li> <li>• Signage.</li> </ul>

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	<ul style="list-style-type: none"> <li>School assemblies to be completed electronically and aim to include those children home schooling if possible</li> </ul>
Number of pupils and size of space impede social distancing when using toilets	<ul style="list-style-type: none"> <li>Close sinks to give 2m for handwashing – if only one child this isn't necessary</li> <li>Allocate toilets around the school for different groups of children.</li> <li>2m markings on floor in queuing area</li> </ul>
Number of pupils and available space impede social distancing at breaktime and lunchtime	<ul style="list-style-type: none"> <li>Staggered break and lunch times.</li> <li>Allocated play areas for each group.</li> <li>Zoning of play areas using markings / cones to reinforce distancing.</li> <li>Children to bring packed lunch and eat lunch in classroom or consider using school grounds for 'picnic lunches' whilst retaining 2m distancing</li> <li>Games which encourage social distancing.</li> <li>Staff supervision to maintain standards.</li> <li>If hot meals are provided, transport safely to classroom and children to eat at own desk.</li> <li>Any crockery/cutlery used must be cleaned thoroughly.</li> </ul>
Number of staff and size of staff spaces impede social distancing.	<ul style="list-style-type: none"> <li>Removal of furniture to create more space.</li> <li>Removal of communal equipment (mugs etc)</li> <li>Staggered break times for staff.</li> <li>Repurpose unused spaces for additional staff rooms.</li> <li>Staff toilets to enforce 2m distancing.</li> </ul>
<b>3. Hygiene and Cleaning</b>	<b><a href="#">Guidance on cleaning non-healthcare settings</a></b>
Cleaning staff levels are insufficient to deliver enhanced cleaning regime.	<ul style="list-style-type: none"> <li>Confirm available cleaning staffing levels before re-opening.</li> <li>Use of contractors or other school staff for cleaning.</li> <li>Agree the new cleaning requirements and additional hours for this.</li> <li>PPE to be worn by cleaning staff as dictated by risk assessment.</li> <li>Leave resources to de-contaminate for 72 hours if possible.</li> <li>Deep clean of areas used by keyworker children before reopening.</li> </ul>
Insufficient handwashing and hygiene facilities increase the risk of transmission.	<ul style="list-style-type: none"> <li>Hand gel dispenser in all classrooms where there is no sink for handwashing in the classroom</li> <li>Re-fills kept safely in each classroom.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Children to handwash/sanitise on entry to school, before and after each break and lunch, leaving school and after using toilet.</li> <li>• Extra signage for washing hands.</li> <li>• Supplies of tissues and bins in each teaching space and classroom.</li> <li>• Ensure help is available for children who cannot clean their hands independently.</li> <li>• Parts of school uniform which cannot be machine washed should not be worn.</li> <li>• Ensure supplies of suitable soap.</li> </ul>
Exposure to new hazardous substances (products)	<ul style="list-style-type: none"> <li>• COSHH assessment to be carried out for any new cleaning/sanitising products in use.</li> <li>• Additional cleaning staff to be made aware of the COSHH risk assessments.</li> <li>• Appropriate storage of hazardous substances.</li> <li>• Material data sheets to be made available for new and existing products.</li> </ul>
<b>4. Site and Buildings</b>	<a href="#"><u>DfE Guidance on school premises management</u></a>
Visitors/contractors/suppliers on site increase the risk of transmission.	<ul style="list-style-type: none"> <li>• Site visits only by pre-arrangement.</li> <li>• 2m exclusion zones/markings in Reception areas.</li> <li>• Information/signage for visitors informing them of the infection control procedures.</li> <li>• Deliveries and visits outside of school opening hours where possible.</li> <li>• Provision of hand gel at main school entrance.</li> <li>• Process for the acceptance of deliveries required i.e. area where deliveries can be safely left.</li> </ul>
Changes affect normal emergency procedures.	<ul style="list-style-type: none"> <li>• Redeployed or displaced staff and children will be briefed on evacuation procedures.</li> </ul>
Site security is compromised by new arrangements.	<ul style="list-style-type: none"> <li>• Normal security standards will apply, doors which may be used for drop-off/pick up should then be closed during the school day (and locked if not fire doors).</li> <li>• Additional ventilation via open doors and windows should not occur in unoccupied parts of the site.</li> </ul>
<b>5. Equipment and furniture</b>	

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Shared play equipment increases the risk of transmission.	<ul style="list-style-type: none"> <li>• Fixed play equipment to be only used by one group of pupils and cleaned before, after and between use.</li> <li>• Soft toys and difficult to clean play equipment to be removed.</li> <li>• Individual items of play equipment to be cleaned between each use.</li> </ul>
Shared equipment, fittings and resources increase the risk of transmission.	<ul style="list-style-type: none"> <li>• Handwashing before and after each lesson.</li> <li>• Remove unnecessary items from the classrooms and store elsewhere.</li> <li>• Cleaning regime for door handles, press to exit buttons, communal surfaces.</li> <li>• Children to have allocated, named, packs of stationery per child.</li> <li>• Resources and surfaces to be cleaned each night.</li> <li>• Lessons planned so resources are not shared.</li> <li>• No resources/books taken home.</li> </ul>
Increased manual handling tasks increase the risk of musculoskeletal injuries.	<ul style="list-style-type: none"> <li>• Staff must not attempt to move large or heavy items unless they are fit to do so.</li> </ul>
<b>6. Health and Wellbeing</b>	
Staffing levels (insufficient) cause supervision, ratio and safeguarding issues.	<ul style="list-style-type: none"> <li>• Carry out an audit of all staff availability and review it regularly.</li> <li>• Introduce a process for staff to inform you if their health situation changes.</li> <li>• If there is a shortage of teachers consider use of suitably qualified TAs to lead a group and maintain ratios.</li> </ul>
Volunteer wellbeing (if applicable)	<ul style="list-style-type: none"> <li>• Volunteers to school not to come in until social distancing measures have ended.</li> </ul>
Vulnerable / Extremely vulnerable children at higher risk of infection.	<ul style="list-style-type: none"> <li>• Parents should follow current medical/government advice if their child is in this category.</li> </ul>
Person becomes unwell with Covid 19 symptoms in school	<ul style="list-style-type: none"> <li>• Move to a pre-designated room where person can be isolated, with adult supervision if a child.</li> <li>• Ventilate the room if possible.</li> <li>• PPE should be worn if contact is required.</li> <li>• Inform parent/carer to arrange collection.</li> <li>• Cleaning regime after each usage of the space.</li> <li>• Purchase of additional non-contact thermometers (one for each zone)</li> </ul>
Staff wellbeing affected by the working experience.	<ul style="list-style-type: none"> <li>• Application of national guidance in respect of shielding and at-risk groups.</li> <li>• Include staff in risk assessment process.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Staff meetings and communication.</li> <li>• Defined wellbeing support measures for staff.</li> <li>• Designated staff rest areas.</li> </ul>
Pupil wellbeing is impacted by the current situation causing physical and mental ill health. <a href="#">School Effectiveness guidance on Right Choice</a>	<ul style="list-style-type: none"> <li>• Children to have allocated teacher and TA where possible.</li> <li>• Reduced time in school to ensure transition from home to school is successful.</li> <li>• Curriculum to support children’s well-being.</li> <li>• Provide opportunities to talk about their experiences/concerns.</li> <li>• Pastoral activities.</li> </ul>
First aid provision	<ul style="list-style-type: none"> <li>• Ensure all staff know First Aiders on site.</li> <li>• Minimise hazardous activities which may result in injury.</li> <li>• Ensure a supply of PPE is available for provision of first aid and use and dispose of accordingly.</li> </ul>
1:1 teaching, physical restraint and children with SEND or EHC plans are adversely affected by the current situation.	<ul style="list-style-type: none"> <li>• Individual <a href="#">risk assessments</a> of children with behavioural difficulties.</li> <li>• Ensure a supply of PPE is available based on need.</li> <li>• Reduced timetable or consideration of other solutions if child’s behaviour puts staff at risk.</li> <li>• 1:1 teaching to be done at 2m distance.</li> </ul>
<b>7. Other – specific to your school</b>	<b>Please refer to school specific risk assessment available on the school website, COVID-19: Risk Assessments</b>

I confirm that the above is a suitable and sufficient risk assessment based on current information. The risk assessment will be reviewed on a regular basis and whenever anything relevant changes. All relevant parties will be informed of the outcomes of this risk assessment.

<b>Name of Interim Headteacher</b>	<b>Mr D Jeffries</b>	
<b>Signature of Headteacher</b>		<b>Date: 21.05.2020</b>
<b>Name of Chair of Governors / Trustees</b>	Mr M Carter	
<b>Signature of Chair of Governors / Trustees</b>		<b>Date: 21.05.2020</b>
<b>Date of review</b>	Ongoing throughout COVID-19 response, to be updated accordingly.	