

Castlethorpe First School

Covid 19 Risk Assessment to support return of pupils (MK template)

Objective: To ensure safety of staff and pupils

Date completed: Updated 31.5.20

Reviewed by Governing Body

Government guidance source:

- **Actions for education and childcare settings to prepare for wider opening from 1 June 2020, updated 12 May 2020** [Guidance for education and childcare settings](#)
- **Implementing protective measures in education and childcare settings, published 11 May 2020** [Guidance on implementing protective measures](#)

Government requirement: 'Every setting should carry out a risk assessment before opening. The assessment should directly address risks associated with coronavirus (COVID-19), so that sensible measures can be put in place to control those risks for children and staff. All employers have a duty to consult employees on health and safety, and they are best placed to understand the risks in individual settings.'

'Schools should therefore work through the hierarchy of measures set out in our guidance:

1. avoiding contact with anyone with symptoms
2. frequent hand cleaning and good hygiene practices
3. regular cleaning of settings
4. and minimising contact and mixing'

This risk assessment has been designed to meet the Government risk assessment requirements based on the criteria and framework above.

	Risk not mitigated - unable to follow guidance or implement adequate controls
	Risk partially mitigated – some actions outstanding
	Risk mitigated – adequate controls in place and guidance followed

Risk / Guidance Requirements	Controls/ procedures in place	Actions remaining	Status
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Risk / Guidance Requirements	Controls/ procedures in place	Actions remaining	Status
1. Are effective procedures in place to avoid contact with anyone with symptoms			
Has school adequately communicated to children, parents, carers and any visitors, such as suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)	<ul style="list-style-type: none"> Parents have been informed not to enter school unless absolutely necessary Visitor protocol on website sign on door advising Staff /pupils showing symptom will be sent home and asked to get tested. If a member of staff or a child tests positive the rest of that class will self-isolate for 14 days If a child presents symptoms they are to be isolated in the staff room. Face masks are to be worn by staff when dealing with an unwell child. 	Letter to parents for further opening. Staff briefing Parent protocol reminder to be posted on facebook prior to wider opening	
2. Are adequate procedures in place to ensure frequent hand cleaning and good respiratory hygiene practices			
Is school ensuring that that sufficient handwashing facilities are available. Where a sink is not nearby, is hand sanitiser provided in classrooms and other learning environments	<ul style="list-style-type: none"> Hand sanitiser available in each classroom and entrance Two 'bubbles of children to use 2 separate cloakrooms 	BC to ensure that soap is replenished and paper towels each evening	
Are procedures in place to ensure that all adults and children frequently wash their hands with soap and water for 20 seconds and dry thoroughly. [Review the guidance on hand cleaning]	<ul style="list-style-type: none"> Expectation is that everyone washes hands on entry or uses hand sanitiser 	Posters displayed Staff to remind children Staff to supervise our young children	
Are procedures in place to ensure that all adults and children clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing	<ul style="list-style-type: none"> Children and staff to continue washing hands on arrival, before and after lunch, snack sneezing, coughing etc. 	Posters to be displayed Staff briefing	
Are procedures in place to ensure that all adults and children are encouraged not to touch their mouth, eyes and nose	<ul style="list-style-type: none"> Staff to continue to remind children 	Staff briefing Children's first day induction e-bug materials	
Are procedures in place to ensure that all adults	<ul style="list-style-type: none"> Extra tissues ordered 	BC to ensure tissues are	

Risk / Guidance Requirements	Controls/ procedures in place	Actions remaining	Status
and children use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')	<ul style="list-style-type: none"> Staff to continue to remind children 	replenished Bins to have lids removed so no need to touch lid	
Has the school ensured that help is available for children who have trouble cleaning their hands independently	All children have practiced this prior to closure	Induction reminder TAs to support at a distance all children are able to do this	
Has it been communicated that there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting		Staff briefing Letter to parents: no school uniform requirement but clean clothes every day	
3. Are adequate procedures in place to ensure adequate and regular cleaning of the school?			
Have unnecessary items been removed from classrooms and other learning environments where there is space to store it elsewhere?	Teachers to continue to remove unnecessary items or to cover them. Library to be used to store these Evidenced by Chair of governor visit Friday 29.5.20	Teachers to take time to do this in their classrooms	
Have soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) been removed?	Teachers have removed these or will before we extend opening Evidenced by Chair of governor visit Friday 29.5.20	Rugs may be lifted	
Has school discussed with staff the additional cleaning requirements	No wotery. Thorough cleaning at the end of each day with two members of staff	Normal cleaning to resume with additional during day	
Is school following the COVID-19: cleaning of non-healthcare settings guidance	Yes https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings	Staff briefing Doc displayed	
Are surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, being cleaned more regularly than normal	Support staff to continue regular cleaning in allotted classrooms. Clean play/outdoor equipment between groups Clean surfaces regularly	Staff briefing on teams for after half term Cleaning schedule to be shared	
Are procedures in place to ensure that bins for tissues are emptied throughout the day	Bins to be left open so no touching of bin lids	Normal emptying by cleaner but double bagged.	
Are procedures in place to ensure where possible, all spaces should be well ventilated using natural ventilation (opening windows) or	Doors (not front door) are left open and all windows for maximum ventilation	First member of staff in to open all doors and windows. BC to ensure all doors and	

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Risk / Guidance Requirements	Controls/ procedures in place	Actions remaining	Status
ventilation units		windows are shut before leaving.	
4. Are adequate procedures in place to minimise contact and mixing of pupils and staff			
Have classes been organised in small groups of 15 or less?	Classroom sizes are: Class 1 55sqm max =14 children max Class 2 34 sqm max = 8 children max	Final numbers for key workers. Week 1 just key workers then add foundation	
Have classrooms and other learning environments been organised to maintain space between seats and desks where possible?	EYFS to work in a bubble in classroom 1 KS1 to work at individual desks in side in class 2 and in a bubble outside Playground marked into two areas and gazebos erected for each bubble where tables can be added for KS1 from their classroom	Teachers to organise this	
Has the timetable been refreshed to consider the following: <ul style="list-style-type: none"> decide which lessons or activities will be delivered consider which lessons or classroom activities could take place outdoors use the timetable and selection of classroom or other learning environment to reduce movement around the school or building stagger assembly groups stagger break times (including lunch), so that all children are not moving around the school at the same time stagger drop-off and collection times 	<ul style="list-style-type: none"> Literacy and maths each morning with breaks in between Afternoon outside creative activities where possible Each class will work as a bubble with designated outside areas No formal assemblies EYFS continual outdoor provision. KS1 to take breaks as needed but in designated areas Foundation drop off in playground 8.45 KS1 9 Pick up Foundation 2.45 pm KS1 3.00 	Staff briefing Letter to parents	

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Risk / Guidance Requirements	Controls/ procedures in place	Actions remaining	Status
<ul style="list-style-type: none"> plan parents' drop-off and pick-up protocols that minimise adult to adult contact 	<ul style="list-style-type: none"> Gate opened and markers on playground for parents(1 per family) to stand with their child 		
Has school told parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend	Yes	Parent letter Parent protocol reminder	
Has school told parents and children their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)	See above	Parent letter Parent protocol reminder	
Has school made it clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)	Yes	Parent letter Parent protocol reminder	
Has the Headteacher talked to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful		Staff briefing	
Do procedures when open ensure that children are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days	Moving to a KS1 bubble and an EYFS bubble	Staff briefing	
Do procedures when open ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days,	Teams of ¾ staff to each bubble	Staff briefing	
Do procedures when open, ensure that wherever possible children use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. Has	KS 1 will sit at same desk and have an individual box/tray for their own things EYFS work in bubbles	Teachers to arrange with support staff	

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Risk / Guidance Requirements	Controls/ procedures in place	Actions remaining	Status
consideration been given to seating students at the same desk each day if they attend on consecutive days	<u>EYFS have named spots to sit on so staff can socially distance</u> <u>KS1 have named seats and tables. These will remain the same.</u>		
Has consideration been given to accessing rooms directly from outside where possible	We will enter school from the playground	Staff briefing Parent letter	
Has consideration been given to one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors	<u>One way system agreed at staff briefing.</u> <u>No adults to go through classroom 2. Area at beginning of classroom 1 will be used as a corridor for adults entering the playground, Head's office, using the toilet.</u>	Staff briefing	
Has consideration been given to staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time	Separate areas of the playground for each bubble <u>marked by cones. Separate exits and entrances</u>	Staff briefing	
Has consideration been given to staggering lunch breaks – do procedures ensure children clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible? Are tables cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms	Children to have lunch in own classroom or in own designated outdoor space Table washed before and after lunch Packed lunches from caterer distributed TAs to have lunch as usual at 11.30 <u>Children's lunches</u> from 12 Teaching staff to take a break from 12	Staff to eat outside if at all possible Staff to maintain social distancing Hot water may be used but thermal cups to be used if possible as more hot drinks will be drunk around children	
Do procedures ensure that toilets do not become crowded by limiting the number of children who use the toilet facilities at one time	Limit number of children in the bathrooms to two children <u>max</u>	Staff briefing Induction for children <u>Protocol sent to parents</u>	
Will outside space be utilised for exercise and breaks and for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff.	Yes whenever possible has been discussed with teaching staff	Staff briefing	
Do procedures stagger the use of staff rooms	Staff to observe social distancing	Anti bac wipes to be used	

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Risk / Guidance Requirements	Controls/ procedures in place	Actions remaining	Status
and offices to limit occupancy	Limit to 2 people in staffroom at any time <u>Insulated coffee cups to be used if at all possible</u>	after using a shared phone	
Has the use of shared resources been reduced by: <ul style="list-style-type: none"> limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children and staff by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently allowing practical lessons to only go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts 	Children will continue to take home reading books <u>but on a weekly basis.Class teacher to organis day and post on face book</u> Children will bring to school a water bottle and a morning heathy snack Each bubble to have its own equipment KS1 children to have own tray of resources <u>Class 1 bubbles to have own pot of pencils/crayons</u> <u>Any shared resources to be cleaned and where possible left for 3 days before other bubble use them</u> <u>No sand (EYFS latest guidance) No playdough.</u>	Staff briefing Parent letter Teacher's to organise this	
Medication	If children are unwell and need antibiotics or other medication then they need to be at home High factor Sunscreen needs to be applied at home before children come to school. They need to bring a sun hat with them if they are to play outside in sunshine. <u>Plus coat whether depending.</u>	Staff briefing Parent letter <u>Parent protocol reminder</u>	
Face to face contact Communal areas	Staff are advised to keep to the 2m distancing rule. Concerns to be reported to the HT or BM Face to face meetings to be avoided. When unavoidable should be held outside. <u>No volunteers</u> Our office and staffroom are very small. Staff should take breaks outside if possible and avoid any use of the school office. Visitor protocol to be observed at all times including social	Staff briefing <u>Noice posted on front door</u>	

Risk / Guidance Requirements	Controls/ procedures in place	Actions remaining	Status
	distancing, hand washing or use of hand sanitiser on arrival. Contractor visits to be out of school hours wherever possible Anti bac wipes are to be used to clean shared phones laptops etc after use.	Visitor protocol on website	
PPE	In line with government guidance, face masks are not required at school but are provided for staff when dealing with an unwell child or for intimate care. Gloves and aprons are provided for cleaning and waste to be disposed of in plastic bags. A face shield is now in the staffroom for staff if a child or adult presents covid symptoms in school and has to be isolated	Staff briefing	

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Supporting Clinically Vulnerable and Clinically Extremely Vulnerable (shielding) staff and pupils

Clinically Vulnerable

Government Advice: 'Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance have been advised to take extra care in observing social distancing and should work from home where possible. Education and childcare settings should endeavour to support this, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk.'

Clinically Extremely Vulnerable

Government advice: 'Clinically extremely vulnerable individuals are advised not to work outside the home. We are strongly advising people, including education staff, who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) to rigorously follow shielding measures in order to keep themselves safe. Staff in this position are advised not to attend work'

Living with a shielded or clinically vulnerable person

Government advice 'If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting.

If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home.'

Supporting Clinically Vulnerable and Clinically Extremely Vulnerable (shielding) staff and pupils			
Risk / Guidance Requirements	Controls / procedures in place	Actions remaining	Status
Has school identified clinically vulnerable children and implemented procedures to meet the guidance above	Letter sent None known		
Has school identified clinically vulnerable staff and implemented procedures to meet the guidance above	Staff invited to discuss any issues with HT all staff have been working with key workers to date.		
Has the school identified extremely vulnerable children and developed appropriate support for their home learning / wellbeing	Letter sent home non known		
Has the school identified children who live in a household with a clinically extremely vulnerable person and implemented procedures to meet the guidance above	Letter sent home 2 children in this category in yr 1		
Has the school identified staff who live in a household with a clinically extremely vulnerable person and implemented procedures to meet the guidance above	Staff invited to discuss any issues with HT		

Staff Workload and Wellbeing

Government advice: 'Governing boards and senior leaders should be conscious of the wellbeing of all staff, including senior leaders themselves, and the need to implement flexible working practices in a way that promotes good work-life balance and supports teachers and leaders.

Senior leaders and boards will want to factor this into their resource and curriculum planning and consider where additional resource could be safely brought in if necessary.'

Staff Workload and Wellbeing			
Risk / Guidance Requirements	Controls /procedures in place	Actions remaining	Status
Has the Governing Board adequately supported staff workload and wellbeing and have they considered additional resource requirements if necessary	FGB agenda condensed to statutory / business critical items only since 19/3/20 Sub committee meetings cancelled and required items incorporated in to FGB Frequent 1-2-1 support calls between HT & CoG Safeguarding Governor support H&S Governor to review risk assessment Communication to parents from HT	FGB to include review of staff wellbeing and additional resource requirements	
Have senior leaders considered the wellbeing of staff and the need to implement flexible working practices	Staff have been asked to see head with any concerns		