

## Risk Assessment for return to school, all year groups, Autumn Term 2020 for KS1

REV 02.11.2020

This risk assessment must be read in conjunction with: -

Risk assessment return to school, all year groups, Autumn term 2020 for KS2.

Risk assessment for return to school, all year groups, Autumn term 2020 for Staff.

Risk assessment return to school, all year groups, Autumn term 2020 for Office Staff.

<b>Location / Site</b>	Insert location and site where activity taking place
SPINFIELD PRIMARY SCHOOL	
<b>Activity / Procedure</b>	Insert name/type of activity or procedure being assessed
Risk Assessment for return of all pupils for the Autumn term.	
<b>Assessment date</b>	Insert date when assessment is being carried out
10/7/2020 – to be updated regularly until re-opening where necessary	
<b>Assessment serial number</b>	Insert local serial/identification number for future reference
1 of 1	

### Government guidance for school states:

“The safety of children and staff is our utmost priority.”

“The advice seeks to support staff working in schools, colleges and childcare settings, to deliver this approach in the safest way possible, focussing on measures they can put in place to help limit the risk of the virus spreading within education and childcare settings.”

“In education, childcare and social care settings, preventing the spread of the coronavirus involves dealing with direct transmissions (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this.”

### Government guidance for parents concerning re-opening of school states:

“We have provided guidance and support to schools, colleges and child care settings on implementing protective measures in education and childcare settings to help them **reduce the risk of transmission as more children and young people return.**”

“Whilst such changes are likely to look different in each setting, as they will depend upon individual circumstances, they are all designed to minimise risks to children, staff and their families.

Schools and colleges continue to be best placed to make decisions about how to support and educate their pupils during this period. This will include:

Consideration of the pupils’ mental health and well being

Early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years settings and schools, we will take this into account. Schools should therefore work through the hierarchy of measures:

- Avoiding contact with anyone with symptoms
- Frequent hand cleaning and good respiratory hygiene practices
- Regular cleaning of settings
- Minimising contact and mixing

It is still important to reduce contact between people as much as possible, so children, young people and staff where possible, should remain in their class group and that class group should stay away from other people and groups. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.

**If any member of staff or pupils are in contact with anyone with the coronavirus the NHS guidelines on the link below must be followed:** - <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>

This Risk Assessment is in line with the Government guidance for the full opening of schools. The Risk Assessment contains a number of extracts from this guidance and they are highlighted in **red**. This can be found on the link below: -

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirusoutbreak/guidance-for-full-opening-schools>

**Pupils of compulsory school age must be in school unless a statutory reason applies (for example a pupil has been granted leave of absence, is unable to attend because of sickness, is absent for necessary religious observance et cetera)**

## SPINFIELD PRIMARY SCHOOL HEALTH & SAFETY

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
1. Lack of social distancing in the classroom resulting in direct transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<b>These control measures are to encourage space between children where possible.</b>			
<div>1. Children keep to their desks when in the room, stationary packs will be kept on desks, trays in storage units. Items can be stored in trays</div> <div>2. Social distancing charter created on the first day in school for and with the children and communicated to parents/carers before the children come to school (Include instructions how to line up, use of toilet, moving around the classroom etc)</div> <div>3. Charter re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance</div> <div>4. Lessons planned for individual work (possible paired work but not group work)</div> <div>5. Feedback – using interactive whiteboard not close interaction</div> <div>6. Mark out an area for the teacher – 2m distancing at front of room</div> <div>7. Where desks are used, they should be spaced as far apart as possible</div> <div>8. Desks and equipment will be cleaned frequently</div> <div>9. Children to use the same desk every day, children are able to sit next to each other.</div> <div>10. Bags, coats and lunchboxes kept on the back of chair or under children’s tables</div> <div>11. Children will work in their class group with desks facing the front and pupils will be encouraged to keep their distance from others as recommended in the Government Guidelines. In year one, from 02.11.2020, children will sit in table groups of six. These will remain consistent throughout the day.</div> <div>12. In Reception, year one and year two, children will eat lunch in the hall. Seating plans will be designed so that children are sitting next to or near those children they sit next to or near in class.</div> <div>13. Teachers if possible, should teach from the front of the class to avoid close contact with the children.</div> <div>14. Staff allowed to stay at adult height – no requirement for getting to child level for interactions</div> <div>15. On PE days pupils to come into school in their PE kit</div> <div>16. Teachers will remain with the same group of children, where possible</div> <div>17. Children time tabled to be outside frequently</div>			

## SPINFIELD PRIMARY SCHOOL HEALTH & SAFETY

18. Plastic screens are available for teachers to use if close contact with pupils is required 19. Face shields available to all adults			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
2. Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p><b>These control measures are to encourage space between children where possible.</b></p> <ol style="list-style-type: none"><li>1. Adults to accompany children to the toilet, verbally checking occupation, wait for child to exit toilet before another entering</li><li>2. External Toilet doors to be propped open</li><li>3. Schedule toilet visits during the school day for each group of children</li><li>4. Allocated toilets for different groups of children</li><li>5. Hand gel used before and after toilet use as well as washing hands</li><li>6. Extra signs in toilet re washing hands</li><li>7. Wedges for the toilet external toilet doors if not fire doors</li><li>8. Extra soap ordered to ensure we do not run out</li><li>9. Scheduled toilet cleaning times during each day</li></ol>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>3. Lack of social distancing waiting to enter pods in morning resulting in direct transmission of the virus</b>			
Existing level of risk		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p><b>These control measures are to encourage space between children where possible.</b></p> <ol style="list-style-type: none"> <li>1. A queuing system and a process for staff in place to greet each child, ensure they wash and or sanitise their hands immediately on arrival, and then go straight to their classroom</li> <li>2. Markers in the carpark to show 2 metres apart and outside the classrooms so that children wait to enter their pod</li> <li>3. Allocated gate for children to arrive and leave from</li> <li>4. Face masks not to be used in school by staff or pupils</li> <li>5. Instructions shared re social distancing between families prior to arriving in school</li> <li>6. Signage for parents and children displayed</li> <li>7. HT or another member of SLT to be on duty to supervise</li> <li>8. Staggered start and end times between family groups by a short period of time to reduce volume at entrance.</li> </ol>			
Remaining level of risk		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>4. Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus</b>			

# SPINFIELD PRIMARY SCHOOL HEALTH & SAFETY

Existing level of risk		Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE	
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<p><b>These control measures are to encourage space between children where possible.</b></p> <ol style="list-style-type: none"><li>1. Breaks staggered to minimise the number of pupils in the playground at any time</li><li>2. Reduced playtime equipment</li><li>3. Equipment in use cleaned frequently</li><li>4. Games discussed which encourage social distancing – football passing, catch etc</li><li>5. Staff supervision throughout – actively encouraging and insisting on social distancing</li></ol>				
Remaining level of risk		Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
<b>5. Lack of social distancing when eating lunch resulting in direct transmission of the virus</b>	
Existing level of risk	Consider current level of risk

# SPINFIELD PRIMARY SCHOOL HEALTH & SAFETY

HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
These control measures are to encourage space between children where possible.			
<div>1. Children do not mix with children from other groups – children will eat lunch in the classroom that they are working, if having lunch provided by school meal company this will be delivered to the classroom</div> <div>2. Children will have allocated time to go outside. Midday supervisors will be with one class inside and outside</div> <div>3. First aid procedures: midday supervisors to have a walkie-talkie, walkie talkie in staff room so that MDS can communicate with adult in charge of group re first aid. Adult in charge of group will administer first aid wearing PPE</div> <div>4. Each group of children will have their own playground equipment</div> <div>5. Children will not play on apparatus</div> <div>6. When lining up, children will be asked to stay 2 metres apart</div>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
6. Lack of social distancing in the corridors resulting in direct transmission of the virus				
Existing level of risk		Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE	
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls		

## SPINFIELD PRIMARY SCHOOL HEALTH & SAFETY

These control measures are to encourage space between children where possible.

1. Children staying in their classroom and accessing outside from classroom door
2. One child going to toilet at one time, where possible
3. Staff use empty classrooms and alcoves to maximise the distance between each other
4. Agree instructions with children concerning going and returning to toilet
5. When moving class around the school – 2 metres between children – one adult at back insisting the distance is maintained – regular practice of this in the first few days

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLECTIBLE

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>7. Contact of shared resources resulting in indirect transmission of the virus</b>			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLECTIBLE</b>
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Children will have packs of stationary labelled with their name on, which will stay on their workstation</li> <li>2. Tubs of resources for individuals if needed – maths cubes etc</li> <li>3. Resources cleaned frequently and left to dry if not same person using them the next day</li> <li>4. Tables, door handles and other surfaces cleaned frequently</li> <li>5. Lessons planned so resources are individual and not shared – or on white board</li> <li>6. Resources on tables ready for lesson and not distributed within the lesson</li> <li>7. Plastic packets (zippy) bags used for individual resources</li> <li>8. Children encouraged to wash hands / use hand gel before lessons and after each lesson</li> </ol>			
<ol style="list-style-type: none"> <li>9. The Spinaround wrap around service will not be in place for the first half of term because of the potential for cross contamination. It will be reviewed at half term.</li> </ol>			
<b>Remaining level of risk</b>	Consider level of risk following use of control measures		



## SPINFIELD PRIMARY SCHOOL HEALTH & SAFETY

<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
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<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>8. Emotional distress of the children</b>			
Existing level of risk	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Children to have class teacher and Teaching Assistant</li> <li>2. Reduced curriculum to be delivered for first two weeks to support children's well-being – slowly increasing the cognitive load but putting mental health and well-being at the forefront every day</li> <li>3. Recognising the different children will need different levels and types of support</li> <li>4. Comfort given from a distance – at adult height and hand gel used after if needed</li> </ol>			
Remaining level of risk	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

## SPINFIELD PRIMARY SCHOOL HEALTH & SAFETY

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>9. Emotional distress of the staff – including anxiety</b>			
Existing level of risk	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Inclusion in risk assessment process – input into hazard identification and control measures</li> <li>2. Sharing of support helplines</li> <li>3. At least one SLT member of staff on site every day for staff to share concerns with</li> <li>4. Risk assessments reviewed regularly. Separate risk assessment for the office area</li> <li>5. Designated “staff areas” areas for different groups of staff – maybe rota for same area if needed</li> </ol>			
Remaining level of risk	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>10. Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus</b>			
Existing level of risk	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		

## SPINFIELD PRIMARY SCHOOL HEALTH & SAFETY

1. Seek expert guidance from special schools re support for children with behaviour difficulties – that might need restraint and display spitting, biting etc. Leading to individual risk assessments
  2. Masks purchased if needed
  3. Extra gloves ordered
  4. Some visors also ordered if needed
  5. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk
- Pls note the Government guidance states “Wearing face coverings or face masks is not recommended”

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
11. Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<div>1. Hand gel dispenser available</div> <div>2. Hand gel ordered in large quantities, monitor stock</div> <div>3. Children to use handwash or 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</div> <div>4. Washing hands posters displayed in all washing areas</div> <div>5. Reminders how to wash hands properly – videos and posters</div> <div>6. Procedure agreed for children to wash hands so thorough hand washing is carried out for 20 seconds</div> <div>7. Good respiratory hygiene reinforced using the “catch it, bin it, kill it” approach.</div>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>12. Risk of infection due to lack of cleaning resulting in indirect transmission of the virus</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>1. All surfaces, handles, toilets and shared equipment will be cleaned regularly. 2. Gloves will be worn by all cleaning staff</p> <p>3. Where needed, resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission</p> <p>4. Soft furnishings and soft / cloth toys will be removed from use in classrooms</p> <p>Equipment and resources are integral to education in schools. During the summer term, their use was minimised, many were moved out of classrooms, and there was significant extra cleaning. That position has now changed for the autumn term, because prevalence of coronavirus (COVID-19) has decreased and because they are so important for the delivery of education. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	

## SPINFIELD PRIMARY SCHOOL HEALTH & SAFETY

<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
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<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
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<b>13. Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus</b>			
Existing level of risk	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		

**Staff who are clinically vulnerable or extremely clinically vulnerable**

Where schools apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall.

Advice for those who are clinically-vulnerable, including pregnant women, is available.

Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.

School leaders should be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.

People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.

**Staff who are pregnant**

As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically-vulnerable people.

**Staff who may otherwise be at increased risk from coronavirus (COVID-19)**

Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. The reasons are complex and there is ongoing research to understand and translate these findings for individuals in the future. If people with significant risk factors are concerned, we recommend schools discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders should try as far as practically possible to accommodate additional measures where appropriate.

People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
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#### 14. Risk of illness of vulnerable children and family members through direct and indirect transmission of the virus

Existing level of risk		Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE	
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<p>Vulnerable children are expected to return to school for the Autumn term please see the extract from the Government Guidance for full school opening below: -</p> <p>As you will know, the government has published plans for the full reopening of schools in September. The government recognises that a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19). Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.</p> <p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will offer them access to remote education.</p>				
Remaining level of risk		Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE	

**This Risk Assessment has been shared with the Full Governing Board  
November 2020**