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| RISK ASSESSMENT FOR: Opening school from 1st June 2020 | COVID Safe e.g. Educating, supporting, arranging contractors, cleaning duties, clearing waste, controlling access to rooms – whilst distancing etc. |   |
| **School: Elburton Primary School** | **Assessment by: MA/SL/KS/NC** | **Date: 15th May 2020** |
| **Assessed Risk Rating:****High risk but minimised with srcontrol systems implemented** | **School Approval:****Trust board approval 19th May 2020** | **Date:****Final version 19.5.2020****Updated- 2.7.2020 for 6.7.20 onwards****Updated 14.7.20 for 1.9.2020** **(Further additions by KS 31.8.20 in preparation for reopening)** |

| Hazard / Risk | **Who is at Risk?** | **How can the hazards cause harm?** | **Normal Control Measures** |  **Normal Control Measures**  |
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| **In Place** | **Adequate** |
| **Access and egress – to site and buildings.** Groups gathering, lack of social distancing, contact with surfaces, doors, handles  | StaffPupilsVisitorsContractorsPersons away from school site  | Spread C-19 passing on or receiving self and to others | * Ensure all who have access to the school continue to focus on the 4 key points of infection control:
	+ Avoiding contact with anyone with symptoms
	+ Frequent hand cleaning and good respiratory hygiene practices
	+ Regular cleaning of settings
	+ Minimising contact and mixing
	+ All staff who are currently off sick or shielding as per Doctors guidance are to return the access keys to the building in order that their temporary replacements can carry out their duties.
* Ensure all children, parents, carers, or any visitors, such as suppliers or contractors, are informed not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19) Signage attached to front and side entrance gates and in the Notice boards(external).
* Ensure plans and precautions are communicated to all, including:
	+ Maintain social distancing
	+ Not to group or gather around the school gate
	+ Only one parent to drop or collect children
	+ Not to enter the school grounds unless to attend a pre-arranged meeting
* Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site. They are to read and agree to comply to our R.A.log held in reception office.
* Visits and deliveries to be arranged for quiet times or outside school hours
* Consider staggering arrival and collection times to limit numbers at peak times Timings to be allocated for year groups to prevent pinch points
* Staggered start to be in place for arrival 8.30-9.00am through various entrance points.
* Site manager to place markers 2 meters apart on school path to ensure social distancing at pick up for infant children and outside Stepping Stones along the path.
* Minimum numbers of parents on the site at any time- drop off and collection- drop and go, collect and go, no waiting around on the site.
* Years 3, 4, 5 and 6 children to enter/exit site via St Matthews/Elburton road entrance, parents to inform school if chid can walk home alone (Years 5 and 6), by socially distancing.
* School to promote walking/cycling to school.
* Only F/KS1 parents on the school site at start and end of day. Collection points clearly communicated with parents.
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| **Safe and Secure Premises and buildings** – defective, untested equipment, slips, trips, unavailable routes or exits | StaffPupilsVisitorsContractorsPersons away from school site | Spread C-19 passing on or receiving self and to others | * Security fencing and gates working, not damaged or breached
* Fire equipment and systems serviced and tested, where applicable, and in place, including:
	+ Fire detection and alarm system
	+ Emergency lighting
	+ Fire extinguishers
	+ Emergency exits
	+ Fire doors
	+ Suppression, venting or smoke extraction systems
* Ensure sufficient number of trained fire marshals on site
* Ensure any PEEPs are still suitable and staff aware of contents
* Hot water system heated to full temperature, and hot and cold systems flushed through, and temperatures monitored and recorded
* Visual inspection of all Asbestos Containing Materials to ensure no damage during lockdown
* Visual inspection of electrical fixtures and fittings to ensure no damage during lockdown
* Visual inspection of Portable Appliances
* Full Premises walk through to ensure clear of slips, trips, or item falling hazards, clear routes, and corridors
* External check of playground and playing field areas to ensure clear of debris, rubbish, animal faeces.
* External door handles to be left on 3JH and 4SB for entry of the year 3 and 4 cohorts, minimising too many children entering via the other KS2 points.
* One-way system implemented in hall and KS2 exit and entry points
* Designated route for F/KS1 on entrance to school for handwashing on arrival.
* KS 2 stairs to be divided one side up / down- if passing on the stairs children to turn heads and look towards the wall.
* KS 1 toilet area to be divided
* Staff to continue monitoring the amount of children entering the toilets, particularly at busy times such as break and before lunch.
* Spacing 2M lined or staked on pathway up to main pedestrian gate for parents / visitors.
* School to operate as Bubbles to minimise risk of cross contamination- Children and staff to operate in year group bubbles, from pre school to year 6 for the majority of the day. MTAs to align with a year group.
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| **Class, Classrooms, and equipment.** Groups gathering, lack of social distancing, contact with surfaces, doors, handles | StaffPupilsVisitorsContractorsPersons away from school site | Spread C-19 passing on or receiving self and to others | * Organise small class groups, sitting children at desks that are far apart Numbers of desk to be assigned to classrooms according to need. For the majority of the school children to be forward facing where this is possible – year 2 upwards.
* Stepping Stones, foundation and year 1 to ensure the staff can distance from the children.
* Ensure the front of the class has a clear line to enable the staff member to socially distance.
* Organise classrooms and other learning environments for those groups, maintaining space between seats and desks where possible.
* Access rooms directly from outside where possible External handle fitted to 4SB/3JH
* Decide which lessons or activities will be delivered following Tapestry/VLE model – **All children in school if a partial lockdown (school/locality) happens or regional lockdown there is a contingency plan for learning attached as an appendix to this RA.**
* Consider which lessons or classroom activities could take place outdoors and staggering groups using outside areas. Use outside spaces as much as possible from pre-school to year 6. PE sessions timetabled to be longer and outside on the playground or field. All equipment to be fully cleaned after each bubble has finished the activity.
* On the days when the children have timetabled PE, they will their PE kit for that day to limit changing and the need to bring in bags from home. Parents asked to ensure that the children have warm PE clothing in addition to their white kit, particularly as the weather becomes colder.
* Use the timetable and selection of classroom or other learning environment to reduce movement around the school or building
* Stagger assembly groups- No assemblies as a collective
* Assemblies – Weekly assembly by a member of SLT using Microsoft Teams. Children to remain socially distant in their classrooms for the assemblies and view using the interactive boards. Assemblies will not involve singing.
* Stagger break times (including lunch), so that all children are not moving around the school at the same time – Staggered lunch time period. Cohorts will have lunch in their year group bubbles supervised by 2 MTAs who link purely to their Bubble. Children having packed lunches will eat in classroom spaces. Timetable for the organisation of this attached to the RA. When in the hall children will sit in Bubble groups and be distanced from any other Bubble- they will not sit opposite another child.
* Between sittings the hall will be thoroughly cleaned by the MTA allocated to the year group. The hall will be well ventilated at all times.
* Ensure that children and young people are in the same class groups and year group Bubble at all times each day, and different groups are not mixed during the day subsequent days
* 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
* Ensure that wherever possible children and young people 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
* Ensure where possible equipment is used exclusively by the same group, or ensure it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. If an item cannot be cleaned it must be left for at least 72 hours before being used again.
* Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere.
* Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)
* Ensuring everyone queues and eats further apart than normal – **See appendix linked to Lunchtime provision. Staggered lunches, one way system in operation.**
* Keeping apart when in the playground or doing any physical exercise - Playgrounds split in half, Field split into quarters.
* Visiting the toilet one after the other signage to be attached to doors (single use only, where possible, maintain distancing), support staff to monitor this.
* Considering 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 Hall KS1 and KS2 stairway to be Taped and signage for direction of travel – If children are passing on a corridor to look in the opposite direction.
* Avoiding unnecessary staff gatherings Limit staff room to 6 persons, each Bubble to have their own staff room area. No mixing of staff between bubbles.
* Each year group bubble will have its own staffroom. F – between F/Y2 middle room, Y1 Cherry Room, Y2 Learning Zone, Y3 Middle Room, Y4 Middle Room, Y5 Oak Room, Y6 Staff Room.
* Seating to be re-arranged or removed from staffroom if necessary
* Foundation and year 1 classes to have their rugs that ensure children sit distanced on the allocated spot. Children will be forward facing while on these spots.
* ICT suite – when used the team will thoroughly clean the keyboards with the appropriate cleaning products.
* Foundation Stage to use practical area. In order to prevent children in 2AC coming in contact with YF a walk way will be taped onto the floor. Children in 2AC/YF to not cross the divide.
* Trim trail to be opened. Children to wash their hands before using. Only to be used by Year 1. 2 MTAs to clean and Milton all areas that children may have touched with their hands.
* Door handles, touch plates and frequently touched objects to be washed and cleaned throughout the school day by trained MTA team- MTA team to complete cleaning grid daily to show cleaning of the key areas, wider areas and the trim trail. (Detail on the sheet)
* Lidded Bins to be checked and emptied throughout the school day by MTA team and cleaning staff.
* Music tuition- children to have the sessions with peripatetic teacher in year groups bubbles, use of apple room. The teacher to set up the room, clean the area, instruments after each group has finished. Children to wash hands before their session starts.
* Plymouth Youth Music Sessions- Term 1, PYMS teacher to teach remotely using TEAMs app. the children will either use guitars or glockenspiels. Children will be at their own learning space for the session. Following the lesson the instrument will be fully cleaned using anti-bac wipes/milton solution before the next group can use them. Children will wash hands before and after the session.
* Lunches- Children in F/KS1 will have hot dinners in the school hall- they will be forward facing not opposite each other. KS2 will eat in their classrooms- hot lunches will be in a take away type box. All packed lunches will eat in classrooms. Handwashing before and after the children have eaten.
* Reading Books

**Years F/1/2 –** A selection of books will be sent home on a Monday for the week, these will be collected in on a Thursday in order for them to be left in quarantine for 72 hours before being reused again the following week. **Years Y3-6 –** Reading books will come home as normal. The school will ensure any returned books are out of circulation and quarantined for 72 hours being available for selection again.* Marking books – Where possible, children should leave their books open on the page that has been worked on. Teachers will wash their hands before marking the books. No books will be taken home to be marked.
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| **Hygiene practices –** |  |  | * Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments- hand sanitiser to be allocated to each teacher for each classroom.
* Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal At lunchtimes cleaning of door handles and frequently touched items, banisters, touch plates, flushes, taps etc.
* 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
	+ clean their hands on arrival at the setting, before and after eating, when coming in from play/lunch time, and after sneezing or coughing
	+ are encouraged not to touch their mouth, eyes and nose
	+ use a tissue or elbow to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’)
* Ensure that bins for tissues are emptied throughout the day
* Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units Teaching staff can implement according to weather
* Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation
* Hand sanitiser at reception front desk for visitors and as people move from one block of the school to the other.
* Spray/wipes at photo copiers and one-person entry to photocopier room at a time- office copier only for the use of SLT and admin team.
* All classrooms to have own supply of tissues to encourage guidance of ‘catch it, kill it bin it.’
* Staff working with the children will demonstrate, explain and check that expectations are followed for hand washing.
* Hand driers in all toilets will have fuses disconnected- and paper towels inserted.
* Water fountains will be disconnected in all toilet areas. Children to bring their own water bottles and to take it home daily for cleaning.
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| **Cleaning** –  | StaffPupilsVisitorsContractorsPersons away from school site | Spread C-19 passing on or receiving self and to others | * follow the [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)
* Consider additional needs and requirements for cleaning following a suspected or confirmed case
* Clean and disinfect equipment, toys, and surfaces more regularly. This includes keyboards, mouse, tables, chairs, door handles, light switches, and bannisters.
* Wear disposable or washing-up gloves and aprons for cleaning
* Waste bins to be emptied at least daily- mid-day as well.
* Waste bins for tissues may need emptying more frequently
* Ensure all waste is bagged and sealed
* Hands washed after any contact with bins or rubbish
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| **First Aid, Intimate Care -** | StaffPupilsVisitorsContractorsPersons away from school site | Spread C-19 passing on or receiving self and to others | * Ensure areas are thoroughly cleaned and checked for additional hazards at the start and end of the day, and after use
* Ensure adequate first aid trained staff on site including paediatric First Aid for under 5s
* Consider additional First Aid points for different groups – All blocks to have their own first aid areas. Within each bubble there will be first aid trained member of staff.
* Ensure sufficient and appropriate equipment available
* Staff to have a change of clothes with them at all times- in case there is a need to change.
* Ensure sufficient stock of PPE available, minimum disposable gloves and aprons- set in the isolation room and the first aid points.
* Ensure staff trained in use of PPE- use following the guidance.
* If a member of the class becomes unwell with COVID-19 symptoms- child moved to isolation room with immediate effect, parent called, staff member with child to put on full PPE. If this happened in a class, remainder of the class to removed the class, so enhanced clean be put in place immediately.
* If child has suspected COVID, once they have left, child to be tested before they return. The rest of their group to be notified, the staff team and the LA.
* Child with symptoms, and if siblings not to return until the results of the test are back. As soon as back notify the rest of group and staff of the outcome. If clear they can return to school, if not remain at home for the isolation period.
* If child in the groups test result comes back positive, that group then must stay at home for the 14 day isolation period with their family, with staff members- follow the PHE guidance at those times.
* Room that child in have thorough clean, children/staff removed immediately, room locked until cleaned, by people using correct protective wear.
* If a confirmed case in school, staff member to notify HT immediately, site manger to be notified (clean to be initiated), CEO to be made aware immediately.
 | YYYYYYYOngoing for points below if eventuality arises. |  |
| **Training, Information, Instruction, Supervision** -  | StaffPupilsVisitorsContractorsPersons away from school site | Spread C-19 passing on or receiving self and to others | * Consider need for additional training - training MTAs to clean before/after lunch key areas
* Discuss with cleaning contractor or Site Staff if additional equipment or time required for additional tasking
* Ensure all dietary or allergy information shared with relevant responsible staff
* Ensure all relevant responsible staff are aware of any PEEPs and content.
* Training for cleaning team on protective wear, approach to cleaning if a child has symptoms.
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| **Catering** | Catering team, staff, pupils | Kitchen facilities comply with latest COVID-19 guidance to reduce risk of infection/cross contamination.Food that is able to be prepared on premises is compliant with COVID-19 H and S guidance.Catering staff are operating in a safe environment | * Guidance from the Government is followed
* Ensure H and S policies are followed.
* Have the relevant weekly checks been carried out on catering equipment to ensure it is safe operation.
* Check food supplier chain- liaise closely with MAT office.
* Social distancing where possible.
* Ensure all clothing is placed in a locker or container.

**See appendix linked to Lunchtime provision. Staggered lunches, one-way system in operation.** | YYYYYY |  |

Management:

* Please ensure all staff are aware of reporting requirements and that all confirmed cases are escalated to your H and S competent person.
* Attendance to continue with daily attendance to EWO service and returns to the DfE.
* Weekly calls to parents on the vulnerable list and attempt to speak with children. Encourage parents to check in daily if they choose not to send their child to school after 1st June.
* Information to be sent out and any updates communicated in a timely manner to the Elburton team.
* This must include letting staff know about symptoms and actions the medical professionals are advising people to take.
* A colleague who has been isolated for 14days cannot return to work until the appropriate ‘fit note’ documentation /return to work meeting, is provided to demonstrate they are fit to return to work.
* Assessments to be reviewed every 6 months or where significant change has occurred.
* Please remind staff that in order to minimise the risk of the spread of infection, we rely on everyone taking responsibility for their actions and behaviours.
* Staff team to be proactive if they perceive any issues, if social distancing is not being followed or there is a possibility of the risk assessment not being adhered to staff speak with their line managers with immediate effect.
* The DSL or DDSL will be on site at all times. DSL’s to be prepared for an increase in referrals as children come back particularly with regard to disclosures.
* Non-touch running games and exercise to be encouraged on return and opportunities for speaking and listening, circle time (in a SD approach). No mixing of groups at any time.
* At all times guard your own mental health and well-being as well as protecting yourself physically. Act on anyone displaying symptoms of stress and anxiety. There are MAST and counselling services accessible to the team.

If in England call **NHS 111**, where you will be assessed by an appropriate specialist. NHS guidance is that you do not directly to your GP surgery, pharmacy or hospital unless an emergency occurs.

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| **Additional Control Measures***(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).* | **Action by Whom***(list the name of the person/people who have been designated to conduct actions)* | **Action by When***(set timescales for the completion of the actions – remember to prioritise them)* | **Action Completed***(record the actual date of completion for each action listed)* | **Residual Risk Rating** |
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| **DATE OF REVIEW: 3rd June 2020** | **COMMENTS:****Adjustments made to where alco-gel stops are- clear labelling needed as not clear, reminding staff and children to use this.****Staff for years 5 and 6 not entering the site on drop and pick up, as room to wait outside of the gates in a socially distanced way.****Checking and refilling of cleaning kit- site manager to deploy the lead cleaner to check this on a daily basis.****Site manager to carry out training for MTAs who complete the lunch time clean of key touch places- expectations to be clear. Training and reinforcement of expectations for the cleaning team both at stepping stones and in the main school.** |
| **DATE OF****REVIEW: 2nd July 2020** | **COMMENTS:****Review and update of the risk assessment due to the addition of years 2, 3, 4 and 5 returning for fixed periods of time.****Adjustment made to the groups of the children due to not being expected to maintain a 2m distance in the classrooms- as a result of this the classes can have a staff member distanced (2m) at the front with up to 15 children. There is capacity in the rooms for up to 16, but we will have no more than 15.****Risk assessment to be reshared with all staff and governors to seek their views again and any queries about the implementation.** |
| **DATE OF** **REVIEW : 12th July 2020** | **COMMENTS:****The review has added in the changes needed to address the new guidance set in June for the full opening of schools from September.** |