

RE-OPENING Risk Assessment – ALL YEAR GROUPS – SEPTEMBER 2020

Location / Site	Insert location and site where activity taking place
South Lake Primary School	
Activity / Procedure	Insert name/type of activity or procedure being assessed
Full re-opening	
Assessment date	Insert date when assessment is being carried out
10/07/2020 – to be updated regularly until re-opening	
Assessment serial number	Insert local serial/identification number for future reference

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	Yes

SOUTH LAKE 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
Lack of social distancing in the classroom resulting in direct transmission of the virus	
<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"> 1. Remove excess furniture to increase space– to library 2. Class expectations created for and with the children – (Include instructions how to line up , use of toilet, moving around the classroom and school) Expectations re-visited and modelled many times a day and linked to school behaviour system – lots of recognition of adherence to policy 3. Lessons planned for individual work or paired work (not group work in first instance) 4. Where possible staff to be at front or side or back of room 5. Conversation in the classroom from adult height, where appropriate 6. If close feedback or communication needed – side to side not facing child 7. Set seating plan so children have their desk which is the same every day 8. Coats/bags kept in lockers – children sent in small groups to hang up and collect belongings – supervised when not in the classroom 9. Children stay in their class for the majority of lesson time. 10. Playtimes – in year group (Year groups can have a section each but year group children and staff must not mix – 2 metre distance at minimum 11. When moving around – children move in single file on left, managed by staff. 12. Sitting on the carpet needs to be as spread out as possible (some could sit at desks) 13. Water bottle on desks or under desk to remove need of children moving around classrooms 14. Ensure good ventilation in each classroom all day (windows or doors open) 15. PE outside for first 4 weeks and then reviewed re use of hall 16. Groups: Children - Majority of the school day will be in class groups for lessons, and Break time and lunchtime – year groups (60+) Staff – majority of the school day will be in class group and PPA – year group bubbles. (exceptions – (PPA and cover if necessary, TO for maths) NB Ensure 2 metre clear access to all exits 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus	
<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"> 1. Allocated toilets and sinks – cleaned during the day – site manager 2. Children instructed – if cubicles are in use – wait outside 3. Extra Signs in toilet re washing hands 4. Wedges for the toilet external toilet doors if not fire doors. 5. Extra soap and hand towels ordered to ensure we do not run out 	

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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
Lack of social distancing waiting to enter classroom in morning resulting in direct transmission of the virus	
<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"> 1. Instructions shared re social distancing between families in the morning with parents and children . 2. DHT and HT, non class-based SLT to be on duty to supervise. 3. Staggered drop off and pick up times for different year groups: 8.40 – 9.10 a.m. drop off Collection 2.45 – 3.15 for Ks1./ 3.00 LKS2 / 3.15 UKS2 using all access and egress points – see attached list. 	
<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus	
<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"> 1. Staggered playtimes and/or allocated play areas for each year group 2. Reduced playtime equipment – hard surfaces and can be easily cleaned (Box of toys per group) 3. Staff supervision throughout – year group staff not to mix and ensure more than 2 metre distancing between each other. 	
<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Lack of social distancing when eating lunch resulting in direct transmission of the virus	
<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"> 1. Children eat packed lunch in their classrooms or outside, weather permitting. 2. Allocated year group eating places and times. See attached timetable 	
<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Lack of social distancing in the corridors resulting in direct transmission of the virus	
<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"> 1. Children staying in their classroom and accessing outside from classroom door where possible. 2. Children to go to toilets individually 3. Office to collect registers, which are to be left outside the classroom door. 	

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4. No more than 4 people in office. Classroom staff not to enter the office.
5. When moving class around the school – 1 metre between children – one adult at back insisting the distance is maintained – regular practice this in the first few days – Staff keeping at least one metre away from children
6. Everyone to keep to the left of all corridors.

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Contact of shared resources resulting in indirect transmission of the virus	
<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"> 1. Children have own stationery packs from year 2 – 6 2. Tubs of resources for pairs if needed – maths cubes etc 3. Contact points and surfaces cleaned every night 4. Lessons planned so resources are paired and not group 5. Children allocated a white board and have on their desk 6. Resources on tables ready for lesson and not distributed within the lesson 7. Children directed to wash hands on arrival/before leaving and before and after meals 8. Outdoor playground equipment allocated to year group children 9. Cleaning materials available in each classroom for use, if required, during the day 10. All surfaces left clear at end of the day 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Emotional distress of the children	
<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"> 1. Member or members of staff going up with the children into new year group from R to Year 5. The majority of year 5 have been in school during this time. 2. Transition first week to support children’s mental health and build relationships with adults in their classrooms 3. Transition curriculum for PSHE, English for the first two weeks. 4. Individual risk assessments for children with special educational and behavioural needs 5. Parent to teacher transition form for parents to share concerns with new teacher 6. Teams transition meetings between staff 7. Socially distanced transition class meetings with new teacher before end of term 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Risk of spreading virus due to close contact with children – 1:1 and positive handling resulting in direct transmission of the virus	
<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"> 1. Masks, disposable aprons, visors, gloves available if needed for close contact situations. 	

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2. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk
3. For personal care for child with SEND, or for toileting – PPE (mask, face shield, gloves and apron)
4. Administering first aid to be carried out side to side, using verbal instructions if possible. Gloves to be worn at all times and consider face shield and mask
5. If child feels hot or has new and continuous cough – SLT member to check and child taken to isolation in Blue Room (staff to keep 2 metre distance when escorting them or wear PPE) First aider or SLT to put on PPE and take temperature. If child has temperature or new cough then inform Head/Deputy and parents will be contacted. Staff in PPE to stay with child until parent arrives. Siblings also sent home. Parent told to get test and keep children off school until test has been returned. Member of SLT to make decision re children returning to school. Member of staff who was with child – removes PPE in disabled toilet by office and place in bag, wash hands
6. Please note the Government guidance states “Wearing face coverings or face masks is not recommended” .

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus	
<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"> 1. Hand gel dispenser in foyer , music room, art area 2. Extra soap in each classroom 3. Children handwash on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze 4. Washing hands posters replaced in all washing areas 5. Reminders how to wash hands properly – videos and posters 6. Procedure agreed for children to wash hands so thorough hand washing. 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Risk of infection due to lack of cleaning resulting in indirect transmission of the virus	
<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"> 1. All surfaces, handles, toilets and shared equipment will be cleaned each day using detergent. 2. Reading books given and collected out once a week – home reading record (to be left at home and collected in once every 3 weeks) (No library books in first instance) 3. Toilets cleaned throughout the day 4. Anti-bac spray in each classroom to be used before and after lunch 	

<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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Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus	
<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"> 1. Those who are clinically extremely vulnerable or living with those that are clinically extremely vulnerable to complete personal risk assessment – based on staff risk assessment. These staff to keep strict social distancing from other adults and as much social distancing from children as possible. 2. Staff are allowed to wear PPE provided by themselves when in school if they wish 3. Issuing of all relevant risk assessments to staff concerning re-turning to work – and allow them to comment and contribute 4. Staff who are in a vulnerable group due to ethnicity are either with older children who can more easily socially distance, or in a smaller group (30 instead of 60). 5. Staff who are clinically vulnerable or vulnerable due to their ethnicity do not carry out first aid or close contact procedures and do not supervise children who are isolated with any Covid symptoms. 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Risk of illness of vulnerable children and family members through direct and indirect transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
Children who are extremely clinically vulnerable or are living with anyone who is extremely clinically vulnerable if have concerns to have discussion with HT/SENCO and individual risk assessment completed if necessary.	

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OVERALL level of risk	Consider level of risk following use of control measures HIGHLIGHT the appropriate assessment of risk	
NOT REDUCED THE OVERALL RISK	REDUCED THE OVERALL RISK TO SOME DEGREE	CONSIDERABLY REDUCED THE RISK
Assessor's comments	Insert comments relevant to findings as appropriate	
Review regularly, with the end of September as a full review with premises governors, with consideration to local transmission levels and government guidance.		

Name of assessor	Signature of assessor	Date
A Butler-Willis		13.07.2020

Manager's comments	Insert comments relevant to assessment as appropriate

Name of manager	Signature of manager	Date

Risk assessment review 1	
Date 04.09.20	After day one
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Nothing at present	
Who was involved in the Review ABW. CW.	
Signature of those involved in the Review	

Risk assessment review 2	
Date 11.09.20	After first week
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	

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Re-siting of year group in dining hall.
Updated protocol for children with symptoms – SLT to triage.
Who was involved in the Review ABW CW CS
Signature of those involved in the Review

Risk assessment review 3	
Date 29.09.20	End of September
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Clarity for parents/carers attending meetings – masks and distancing. PE to continue outside.	
Hand sanitiser made available in foyer, music room, next to photocopier.	
Who was involved in the Review ABW CW	
Signature of those involved in the Review	

Risk assessment review 4	
Date	At half term, October.
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	