

## Staffordshire County Council General Risk Assessment Record Form

1. **Section/Service/Team:** Forsbrook CE Primary School

**2. Assessor(s):** Kelly Mitchell

## 2. Description of Task/Activity/Area/Premises etc. ...Coronavirus - RETURN TO SCHOOL – September 2020

Please note: notes in red refer to changes that have been made in response to rising cases/ national lockdown

[illegible]

		<ul style="list-style-type: none"> <li>Where possible the hall/outdoor spaces to be used for teaching</li> <li>Desks to be placed in rows, facing the front of the classroom. Two children per desk.</li> <li>Each child to have their own resources on their desks, including scissors. Where resources have to be shared, children must wash hands before and after use, and resources must be washed thoroughly.</li> <li>Early Years/Years One continuous provision – as stated in the guidance ‘<i>We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.</i>’ – continuous provision activities will be set up as usual, but the number of children per activity will be restricted to maintain distance as much as possible. Resources to be cleaned regularly. Children should wash hands before and after using outdoor equipment and equipment should be wiped down regularly.</li> <li>Bubbles limited to classes</li> <li>When staff use the staff telephone for calls, this must be sanitised directly after use. Phone calls will be limited and emails sent where possible.</li> </ul> <p><b>Wrap around care (see separate risk assessment)</b></p>	L
What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures in place	What is the risk rating – H, M, L?
<p>Gatherings</p> <p>Social Distancing</p> <p>Mixing of pupils</p>	<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> </ul> <p>Contracting virus</p> <p>Flu Like Symptoms</p> <p>Shortness of breath</p> <p>Fatality</p>	<p><b>Playtime :-</b></p> <ul style="list-style-type: none"> <li>Staggered playtimes</li> <li>No mixing – each year group has their own outdoor space so that contact between small groups is limited</li> <li>Children to sanitise hands before and after playtime</li> <li>Children to be encouraged to keep distance as much as possible</li> <li>Any outdoor equipment used should be cleaned thoroughly before and after use</li> </ul> <p><b>Dinner:-</b></p> <ul style="list-style-type: none"> <li>Children to eat lunch in own classrooms (No use of shared space).</li> <li>Use disposable plates to minimise handling of plates/cutlery from person to person</li> <li>TAs/ monitors to collect food from kitchen to minimise movement through corridors</li> <li>Early Years/ Year One use their own outdoor area where possible</li> <li>Classes have alternative play times to limit the number of children outdoors at any one time and to stagger staff</li> </ul> <p><b>Staff Meetings:-</b></p> <ul style="list-style-type: none"> <li>Staff meeting will now be carried out virtually using Teams.</li> <li>Staff meeting time also can be dedicated to independent CPD.</li> </ul> <p><b>Staff social times:-</b></p> <ul style="list-style-type: none"> <li>Staff to use their own classrooms only to eat their lunch. No use of shared spaces.</li> <li>No use of staff room kitchen. Teachers to bring their own flasks for a hot drink,</li> <li>One person at a time in the staffroom to use the photocopier.</li> <li>Staff can socialise with members of their own team and other staff ONLY where it is possible to socially distance</li> </ul>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>

		<p><b>Extra-curricular activities:-</b></p> <ul style="list-style-type: none"> <li>• Staff to offer after school clubs to children in their own 'bubble' only.</li> <li>• Each class will be offered two after school clubs with their own teaching staff to support working parents and to extend of core curriculum offer.</li> </ul> <p><b>Safe delivery of curriculum:-</b></p> <ul style="list-style-type: none"> <li>• Staff will mix across bubbles where it is necessary to deliver an effective curriculum. This is kept to a minimum and largely with external staff. Staff may need to cross bubbles occasionally where cover is needed due to illness.</li> <li>• Staff will need to ensure they socially distance from children as much as possible, particularly when crossing bubbles. Staff advised to wear visors.</li> <li>• Staff to wash hands before and after entering bubbles</li> </ul>	L
			L
What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures in place	What is the risk rating – H, M, L?
Spread of Germs	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Public</li> <li>• Contractors</li> </ul> <p>Touching a surface or object that has been contaminated.</p> <p>Directly transferred by coughing and sneezing.</p> <p>Contracting virus Flu Like Symptoms Shortness of breath Fatality.</p>	<p><b>Reduce the number of items the children / staff come into contact with.</b></p> <ul style="list-style-type: none"> <li>• Children have their own equipment</li> <li>• Books and other resources can be shared within a 'bubble' only – no use of communal areas for sharing resources, such as the library.</li> <li>• Ipads to be shared out across year groups. Ipads wiped with anti-bacterial wipes after use. No 'cross-bubble' sharing of Ipads throughout a school day.</li> <li>• Intervention rooms must not be shared. Each class is allocated their own intervention area.</li> <li>• Each class has an allocated day for the ICT suite. Fogging machines used to sanitise each night. No 'Cross-bubble' use of computers in one day.</li> <li>• Children to use own chair table all day</li> <li>• PE kept to activities that do not require contact (see separate P.E specific risk assessment)</li> <li>• Doors which can safely be kept open are – classroom, corridors - closing main doors. Children / staff to come into school through open doors to avoid touching surfaces unnecessarily.</li> <li>• Toilet – wash hands before and after use – posters to remind. One child only in the toilets at a time. Children to use only their designated toilet.</li> <li>• Classrooms to be thoroughly cleaned each day</li> </ul> <p><b>Hygiene</b></p> <ul style="list-style-type: none"> <li>• Regular handwashing to be encouraged throughout the school day for pupils and staff</li> <li>• Hand sanitiser dispensers to be fitted onto each entrance door and ALL pupils, staff and visitors to use these before entering the premises</li> </ul> <p><b>PPE</b></p> <ul style="list-style-type: none"> <li>• Staff have their own face shield to use as and when necessary, for example, when doing anything intimate like first aid. Staff are encouraged to wear visors when teaching, particularly when supporting children one to one or in small groups.</li> </ul> <p><b>Uniform</b></p>	<p>L</p> <p>L</p> <p>M</p> <p>L</p> <p>L</p>

		<ul style="list-style-type: none"> <li>Parents directed to government guidance around washing uniform each day</li> </ul> <p><b>Registers</b></p> <ul style="list-style-type: none"> <li>Office staff to deliver and collect registers each day. <b>Folders are kept outside each room to avoid crossing over of bubbles.</b></li> </ul> <p><b>Contractors / Public</b></p> <ul style="list-style-type: none"> <li>Contractors must have made prior appointment to ensure they can enter safely.</li> <li>Companies will need to provide COVID-19 specific risk assessment</li> <li><b>Contractors will work outside of school hours where possible</b></li> </ul> <p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>Wipes available near common used areas – key panel, photocopier, front door</li> <li>Number of staff using computer / phones limited.</li> <li>Focus areas for cleaning each day including – common touch points, door handles, chairs, desks, computers, phones, white board pens,</li> <li>Regular wipe down of tables and chairs by staff throughout the day.</li> </ul> <p><b>Ventilation</b></p> <ul style="list-style-type: none"> <li><b>Staff to open windows and doors where possible to allow air to flow through the classroom.</b></li> </ul> <p><b>RESPONSE TO SYMPTOMS &amp; INFECTION</b></p> <p>As a school, we will engage with the NHS test and trace system. This means ensuring that staff members and parents and carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> <li>book a test if they/or their child are displaying symptoms - staff and pupils must not come into the setting if they have symptoms, and must be sent home to self-isolate if they develop them when at the setting - all children and young people can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</li> <li>provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> <li>self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ul> <p>We will ask parents and staff to inform us immediately of the results of a test:</p> <ul style="list-style-type: none"> <li>if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating and return to school.</li> <li>if someone tests positive, they should follow the 'Stay at home: guidance for households' and must self-isolate for 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell or taste</li> </ul>	<p>L</p> <p>L</p> <p>L</p>
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What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures in place	What is the risk rating – H, M, L?
<ul style="list-style-type: none"> <li>• Well-being / mental health</li> </ul>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Families</li> </ul>	<p><b>Identify vulnerable pupils</b></p> <ul style="list-style-type: none"> <li>• SEMH action plan in place from beginning of September to address whole school and individual issues.</li> </ul>	L
		<p><b>Bereavement</b></p> <ul style="list-style-type: none"> <li>• Explore counselling available</li> <li>• Discussions in class</li> <li>• Taking part in memorial activities</li> <li>• Find out from parents if any additional bereavements other than AC.</li> </ul>	L
		<p><b>DV / Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Review vulnerable list – take part in conversations with pupils as they return to school -these need to be ongoing highlighting school as a safe space.</li> <li>• Staff training – how to spot concerns, what to do, pupils who have been most at risk</li> <li>• Highlight any unexpected behaviour for the child to DSL and Deputy DSL.</li> </ul>	L
		<p><b>Separation Anxiety / Anxiety about coming to school.</b></p> <ul style="list-style-type: none"> <li>• Ask staff to identify children/parents</li> <li>• Contact parents to discuss personal return to school plan.</li> <li>• Email to pupils to excite them to come back to school.</li> <li>• Headteacher is work closely with families and act as support for returning to school</li> <li>• No fines for children who do not attend due to well-being issues.</li> </ul> <p><b>Different Experiences</b></p>	L

		<ul style="list-style-type: none"> <li>• Allow children time to discuss what they have been up to and value what they are saying – they will need to do a lot of talking.</li> <li>• First week into school learning is to be based around the whole school book ‘While we can’t hug’</li> </ul>	
What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures in place	What is the risk rating – H, M, L?
Expectations of work on staff / pupils (linked to above)	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul>	<p><b><u>Staff</u></b> <b>Workload</b></p> <ul style="list-style-type: none"> <li>• INSET – no major changes for new academic year. Staff to be given time to discuss updates and any concerns/questions.</li> <li>• No developmental training in first half term – all training focused around assessment and ‘catch-up’</li> <li>• All staff to be able to go home during PPA time</li> <li>• Staff to be given staff meeting time/ additional time to complete baseline assessments, additional meetings with parents, action planning etc.</li> </ul> <p><b>Returning to work after COVID-related illness</b></p> <ul style="list-style-type: none"> <li>• Staff to agree a phased return as and when needed.</li> <li>• Where several staff within one year group have suffered from illness, part time rota put in place to aid recovery.</li> <li>• Senior members of staff to support with planning/delivery/assessment of home learning if needed.</li> </ul> <p><b><u>Pupils</u></b> <b>Stamina</b></p> <ul style="list-style-type: none"> <li>• Children will have reduced the amount of time they can concentrate / write for and staff need to be mindful of this when giving out activities.</li> <li>• Allow children to work towards goals</li> <li>• Use ‘DEAL’ time (learning forums) to focus on learning behaviours</li> </ul> <p><b>Routines</b></p> <ul style="list-style-type: none"> <li>• Expectations set from the onset</li> <li>• Nurturing approach towards children who are out of routine completely (those who have not returned to school at all)</li> </ul>	<p>L</p> <p>L</p> <p>L</p>

## Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

Risk Rating	Description	Action Priority
High	Where harm is certain or near certain to occur and/or major injury or ill-health could result	Urgent action

Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority
Low	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain	No action or low priority action

**Assessment**

**Signature of Line Manager:**

Kelly Mtchell

<b>Date reviewed</b>	Nov 2020	<b>Review Date</b>	Dec 2020
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