

## FLOOKBURGH CE PRIMARY SCHOOL: COVID-19 CLASS 1 AND 2 OPERATIONAL AND PREMISES RISK ASSESSMENT

This risk assessment refers to current national guidance including the schools current Health and Safety Policy; Behaviour Policy; Child Protection Policy including appropriate Addendums and with due regard to KCSiE (Sept 2020)

<b>RA Reference</b>	<b>COVID-19 - Infection Prevention and Control – CLASS 1 and 2 – EYFS and KS1</b>	<b>Activity Description</b>	<b>COVID-19 - Infection Prevention and Control – CLASS 1 and 2 – EYFS and KS1</b>
<b>Assessment Date</b>	7 <sup>th</sup> September 2020	<b>Assessor Name</b>	Class Teacher: S. Robinson
<b>Overall Residual Risk Level following implementation of effective control measures</b>	6 – Medium risk  Given the current Public Health information it remains likely that COVID-19 will continue to spread although for the majority of persons effects will be of minor severity	<b>People Exposed</b>	Class 1 and 2 staff members Pupils Visitors Vulnerable Children/ Adults Persons with pre-existing medical conditions First Aiders
<b>Assessment Last Updated</b>	18 <sup>th</sup> September 2020	<b>Is this an acceptable risk?</b>	<b>Yes</b>

<b>Area</b>	<b>RISK ASSESSMENT - SIMPLIFIED OVERVIEW - Action</b>
<b>Arrival and Departure</b>	<p>Main school gates only for entry using a socially distanced system Staggered entry and exit times for KS1 and KS2. Students only enter school building. Parents cannot enter Only one parent/carer to drop and collect, where possible Communication with the school must be via email or phone Gate opens at 8.45 am for EYFS and 8:55 am for KS1. No entry onto school grounds until 8.45 am. Other yr groups can only arrive at their specified time. Students go straight to their classroom.</p>
<b>Distancing</b>	<p>2 metres between staff at all times. 1 metre between staff and students - where possible. School staff are aware that this is difficult in the circumstances. Encourage 1 metre between students at all times where possible. Parents must also try to maintain 1 metre between each other when collecting their child.</p>
<b>Classroom</b>	<p>Cloak bays – coats spaced out and students use the same hook each day. Boxes for Nursery children to keep all their belongings in. ALL windows and doors open throughout the day, where possible. Distancing, where possible. To try to ensure distancing, lunch breaks are staggered. Class 1 has only 16 children and 2 adults at all times. Class 2 has 14 children and 2 adults am, 1 adult pm. Sanitiser/PPE available in the classroom and correct handwashing ensured, soap will be available plus paper towels in toilet areas. Use of group physical activity indoors is not permitted. Equipment which stays with that group is sanitised each day.</p>

<p><b>Hygiene</b></p>	<p>Sanitiser available around school, in classrooms, office area and staffroom.  Hand washing to happen at the start of the day, after every lesson, break time, lunch time and the end of the day.  Deep clean, by professional cleaners at end of each day.  Disinfectant spray used regularly on surfaces.  Spray bottles in classrooms and wipes/paper towels in toilets.  Correct hygiene procedures with students revisited daily.  Additional 70% alcohol wipes for increased toilet area cleaning.</p>
<p><b>Break Times</b></p>	<p>Children will eat in classroom, only with their allocated class and staff members  Only use of toilets used, no classes to be inside during this time.  Tables/chairs sanitised.  All children bring packed lunch – no hot dinners/cutlery used.  Ensure hand washing before and after eating.  Children keep packed lunches in 2 boxes. 1 box for children in class 1 and 1 box for children in class 2.  No sharing food or drink.  Playground areas zones off (no use of tyres or climbing frame), classes given allocated space/time for their break.  No sharing of sports balls or equipment.  Staff will work with students about what are appropriate activities.  Staff cannot mix with other classes and must supervise children in their own class.</p>
<p><b>General Safe Practices</b></p>	<p>ALL windows and doors open throughout the day, where possible.  PPE available for all staff, where required.  Students to have their own drink bottle – to go home every night.  Three student allowed in the toilets at a time as there are 3 sinks for handwashing.  Furniture disinfected each day.  Any children showing COVID-19 symptoms will be isolated (designated disabled toilets near office), immediately sent home and asked to book a COVID-19 test. Results to be shared with school.  No staff will be at school if health compromised.  Stationary used will be wiped down and cleaned between each group.  School landline phones cleaned and limited use to specific people.  Children in EYFS can bring a bag with a spare change of clothes in. Children in KS1 can only bring water bottle, coat and lunch box to school. No soft toys or items from home to be brought in.  Reading books will be left in designated labelled boxes for 72 hours before being place back.  Good hygiene through regular sanitising, hand washing etc.</p>

**In Depth Analysis of Risk**

Identified Hazard	Potential Level of Risk	Control Measures	Residual Risk	Responsibility / Review
Lack of social distancing in the classroom resulting in direct transmission of the virus.	High/Medium/Low	<p>1. We have reduced the number of children in each classroom to enable social distancing (no more than 30). 16 in Class 1, 14 in Class 2 - in line with the whole school risk assessment.</p> <p>3. Children work in small groups and any equipment used is then sanitised before being put back.</p> <p>5. Social distancing practices completed, showing the children how to line up, use of toilet, moving around the classroom, washing hands, lunchtime procedures etc.</p> <p>6. Good practice modelled many times a day and linked to school behaviour system – lots of praise (Credits) for adherence and sanctions for non-compliance. SLT/HT communicated with regularly regarding this.</p> <p>8. Feedback given by the teacher will be done so verbally or if needing close interaction the teacher may chose to wear a face mask.</p> <p>9. Clear area for the teacher –teacher chair to be elevated from carpet level.</p> <p>10. Four adults (S.R, A.B, H.B and A.W) are assigned to their class of children and will stay with these children throughout the day, every day that school is open.</p> <p>11. Children stay in the classroom for the majority of the day and will not mix with other groups, outside of EYFS and KS1. The only time the children leave their classroom is for outdoor break or to wash their hands in the sink near the classroom door.</p> <p>12. Lunchboxes, if brought in by the pupils, will be kept within each class.</p> <p>13. Tables are sanitised and wiped after every lesson or transition by a member of staff.</p> <p>14. Children’s hands are washed before and after every lesson, including as they come into school and after break times, before and after lunchtimes.</p> <p>15. It is understood that children in EYFS and KS1 will not be able to social distance.</p> <p>16. Books will be marked within school and not taken home, or quarantined for 72 hours before taking home – if this is required. This involves homework.</p> <p>17. Members of staff to clean toilets and classroom, including handles, a minimum of 5x a day.</p> <p>18. ALL windows and doors open throughout the day, where possible.</p> <p><b>19. PPE available for all staff, where required.</b></p>	High/Medium/Low	<p>All Class 1/2 staff/midday supervisors.</p> <p>Regular review in response to updated guidance and amended school operations</p>

Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus.	High/Medium/Low	<ol style="list-style-type: none"> <li>1. Three children allowed to go to toilet at a time within each class, this will be authorised by the Teacher.</li> <li>2. There are separate toilets for each class to access ( 3 x Class 1 and 3 x Class 2)</li> <li>4. Extra signs in toilet area regarding procedures for washing hands.</li> <li>5. Paper towels to be used by pupils and thrown in the bin straight away.</li> <li>6. School is well-stocked regarding PPE- soap and hand sanitizer. Gloves, wipes and specific cloths used to clean the toilets.</li> <li>7. Teacher has spoken to the pupils regarding the toilet routine and what procedures they need to follow (refer back to the signs).</li> <li>8. Toilets will be deep cleaned at the end of each day before the children return to school.</li> <li>9. <b>PPE available for all staff, where required.</b></li> </ol>	High/Medium/Low	<p>All Class 1 and 2 staff/midday supervisors.</p> <p>Regular review in response to updated guidance and amended school operations</p>
Lack of social-distancing waiting to enter school in morning resulting in direct transmission of the virus.	High/Medium/Low	<ol style="list-style-type: none"> <li>1. All families distanced outside of the allocated green gates in the morning – 8.45am. 2 Staggered school morning times with KS1.</li> <li>2. School to identify which pupils will be walking to and from school and ensure that the Teachers are aware and can encourage social distancing with peers during their journeys.</li> <li>3. Instructions shared regarding social-distancing between families / pupils in the morning with parents and children.</li> <li>4. Regular updates from school, to families, regarding arrangements and expectations.</li> <li>5. Allocated members of staff (S.R and A.B) to be on duty to supervise and advise parents and pupils regarding the school's procedures for entry and exit – in line with the whole school risk assessment.</li> <li>6. Staggered drop off and pick up times for different year groups (EYFS children to arrive at 8:45am and KS1 to arrive at 8:55am) to reduce congestion and risk of contact with other families</li> <li>7. Children will enter via the green gates next to the office and go straight into their classrooms.</li> <li>8. The children will wash their hands and then go straight to their desks on entry into the classroom.</li> <li>9. <b>PPE available for all staff, where required.</b></li> </ol>	High/Medium/Low	
Lack of social-distancing during playtimes and lunchtimes resulting in direct transmission of the virus.	High/Medium/Low	<ol style="list-style-type: none"> <li>1. Staggered playtimes (KS1 – 10:45-11:00) and certain playground areas prohibited, such as tyres, climbing frame.</li> <li>2. Reduced playtime equipment – hard surfaces and can be easily cleaned (balls for specific classes – named and sanitised afterwards).</li> </ol>	High/Medium/Low	All Class 1 and 2 staff/midday supervisors.

		<p>3. Class 1 and 2 staff will supervise their group throughout break time and midday supervisors to supervise throughout lunch time.</p> <p>5. Class 1 and 2 staff to discuss and model to the pupils how the children will exit and re-enter the building at the end of break / lunch time (carry out the same procedures every day).</p> <p>6. Children to wash their hands before and after every break time.</p> <p><b>7. PPE available for all staff, where required.</b></p>		Regular review in response to updated guidance and amended school operations
Lack of social distancing when eating lunch resulting in direct transmission of the virus.	High/Medium/Low	<p>1. Children will eat in own classroom, with their classmates and staff, at an allocated time – 12.00pm.</p> <p>2. Hands will be washed before and after lunchtime.</p> <p>3. Children will be able to order cold- food packed lunches, if required. No hot dinners/cutlery used.</p> <p>4. Children who bring in a packed lunch will be asked to keep these on their named peg until lunchtime.</p> <p>5. The children will carry their own lunch box to their desk, at the allocated time (12:00- 12:30pm)</p> <p>7. The children in the class will be supervised by the adults leading the group.</p> <p>8. There will be signage visible in the classroom to remind the children of the procedures.</p> <p>9. Children will store their water bottle in a tray throughout the day and have access to this throughout the day.</p> <p>10. Water bottles will be filled if necessary at the sink just outside of the classroom by the child.</p> <p>11. Staff members will sanitise tables before and after lunch.</p> <p>12. Staff members will do a thorough clean of classroom and toilets at lunch time break.</p> <p>13. If staff need to help children with their food/packages etc, wash hands first, use a tissue or gloves to support and then wash hands immediately afterwards.</p> <p><b>14. PPE available for all staff, where required.</b></p>	High/Medium/Low	<p>All Class 1 and 2 staff/midday supervisors.</p> <p>Regular review in response to updated guidance and amended school operations</p>
Contact of shared resources resulting in indirect transmission of the virus.	High/Medium/Low	<p>1. Stationary used by pupils during lessons will be wiped down at the end of each lesson.</p> <p>2. Tubs of resources if needed – maths cubes etc. will be cleaned after use.</p> <p>3. Resources washed in the classroom regularly. High traffic areas have specific tubs for children to put used resources into to be cleaned.</p> <p>4. Tables, door handles, staff laptop, cupboard doors and other surfaces cleaned 5x minimum throughout the day by class teacher (classroom doors to be left open during the day to reduce the touching of surfaces.</p>	High/Medium/Low	<p>All Class 1 and 2 staff/midday supervisors.</p> <p>Regular review in response to updated guidance and amended school operations</p>

		<p>5. Resources on tables ready for each lesson.</p> <p>6. Children encouraged to wash hands before lessons and after each lesson</p> <p>7. Guided Reading books to be used and left for 48 hours between each use.</p> <p><b>8. PPE available for all staff, where required.</b></p>		
<p>Emotional distress of the children.</p> <p>The government has recently launched the <a href="#">Wellbeing for Education Return programme</a>, which will provide training and resources for teachers and staff in all state-funded schools to respond to the wellbeing and mental health needs of children and young people as a result of coronavirus (COVID-19). The training provides practical examples to support staff, children and young people within a school.</p>	High/Medium/Low	<p>1. All KS1 to plan and teach PSHCE activities following the Jigsaw programme to support emotional distress and promote well-being. M.Horne – health and wellbeing co-ordinator has supported planning and delivery of this.</p> <p>2. A good proportion of the school week will be devoted to PSHCE activities.</p> <p>3. All of KS1 will share the PSHCE planning to ensure that there is a consistent approach to supporting our pupils and reducing emotional distress</p> <p>4. Teachers to be informed of any children returning to school who have experienced emotional distress during the school closure</p> <p>5. Classroom staff to ensure that any concerns that they have about pupils returning are recorded on Scholarpack and shared with one of the DSLs (G.P and M.H)</p> <p>6. Children to have opportunities to communicate with their class teacher and other staff allocated to their class.</p> <p>7. Regular communication with identified families to ensure a successful transition from home to school</p> <p>8. School to seek further expert advice where it is deemed necessary and make use of specific resources.</p> <p>9. Focus on outdoor learning – Ness Bear Forest School and YoKids Yoga.</p> <p><b>10. PPE available for all staff, where required.</b></p>	High/Medium/Low	<p>All Class 1 and 2 staff/midday supervisors.</p> <p>Regular review in response to updated guidance and amended school operations</p>
<p>Emotional distress of the staff – including anxiety.</p>	High/Medium/Low	<p>1. Staff are being included in risk assessment process and discussion enables input into hazard identification and control measures</p> <p>2. Online coaching, meetings and training for all staff before the re-opening of school happened – RECOVERY programme.</p> <p>3. Staff meetings enabling regular discussion of any concerns and the sharing of control measures</p> <p>4. Sharing of support helplines.</p> <p>5. At least one SLT / DSL member of staff on-site every day for staff to share concerns with.</p> <p>6. Risk assessments reviewed regularly</p> <p>7. Designated “staff areas” areas for different groups of staff, including toilets.</p>	High/Medium/Low	<p>All Class 1 and 2 staff/midday supervisors.</p> <p>Regular review in response to updated guidance and amended school operations</p>

		8. Prearranged time for planning and preparation within the week. <b>9. PPE available for all staff, where required.</b>		
Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus.	High/Medium/Low	<ol style="list-style-type: none"> <li>1. Hand gel dispenser in and outside of all classrooms</li> <li>2. Hand gel ordered in large quantities for staff to have their own too.</li> <li>3. Extra soap dispensers and re-fills in each classroom</li> <li>4. Extra hand washing areas available</li> <li>5. Children handwash or use 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</li> <li>6. Additional tissues to be available to every classroom – personal to child.</li> <li>7. Washing hands posters placed in all washing areas.</li> <li>8. Reminders how to wash hands properly – videos and posters.</li> <li>9. Procedure agreed for children to wash hands so thorough hand washing.</li> <li>10. Distanced washing.</li> <li>11. Additional 70% alcohol wipes for increased toilet area cleaning.</li> </ol> <b>12. PPE available for all staff, where required.</b>	High/Medium/Low	<p>All Class 1 and 2 staff/midday supervisors.</p> <p>Regular review in response to updated guidance and amended school operations</p>
Risk of infection due to lack of cleaning resulting in indirect transmission of the virus.	High/Medium/Low	<ol style="list-style-type: none"> <li>1. All surfaces, handles, toilets and shared equipment will be cleaned each day, at least 5 x minimum.</li> <li>2. PPE will be worn by all cleaning staff</li> <li>3. Some resources/books will be rotated and left to decontaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission</li> <li>4. Soft furnishings and soft / cloth toys will be removed from the classrooms.</li> <li>5. Deep cleaning of classrooms by professional cleaners at the end of each day.</li> </ol>	High/Medium/Low	<p>All Class 1 and 2 staff/midday supervisors.</p> <p>Regular review in response to updated guidance and amended school operations</p>
<b>Name of Assessor: Mrs S Robinson (Class 1 and 2 Teacher)      Date: 18/09/2020</b>				

**To be completed by the Individual undertaking the risk assessment:**

**Name:** Mrs S Robinson

**Job Title:** Class Teacher

**Signature:** S. Robinson

**Date:** 18<sup>th</sup> September 2020

**To be completed by the Head teacher:**

I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

**Name:** Mrs Gill Pett

**Job Title:** Headteacher

**Signature:** *G Pett*

**Date:** 18<sup>th</sup> September 2020