



### FLOOKBURGH CE PRIMARY SCHOOL: COVID-19 CLASS 4 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 4 – KS2</b>	<b>Activity Description</b>	<b>COVID-19 - Infection Prevention and Control – CLASS 4 – KS2</b>
<b>Assessment Date</b>	8 <sup>th</sup> September 2020	<b>Assessor Name</b>	Class Teacher: M.Horne
<b>Overall Residual Risk Level following implementation of effective control measures</b>	Possible- 3 Severity 4 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 4 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 KS2. No entry onto school grounds until 8.45 am. Other year groups can only arrive at their specified time. Students go straight to their classroom, after lining up and wash their hands.</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>Coats kept separate and placed on the back of children’s chairs, along with their bag which contains their lunch ALL windows and doors open throughout the day, where possible. Distancing, where possible. Children have their own seats, desks, trays and stationary pack. To try to ensure distancing, lunch breaks are staggered.</p>



	<p>Same seat in the class for children, each day.            Class 4 has only 20 children and 2 adults through the day (M.H and P.B)            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.            Handwashing is also required when children cough or sneeze into their hands/arm            Deep clean, by professional cleaners at end of each day.            Disinfectant spray used regularly on surfaces and chairs.            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            No other classes allowed into Class 4.            Tables/chairs sanitised.            All children bring, or are provided with, a packed lunch – no hot dinners/cutlery used            Ensure hand washing before and after eating.            Children keep packed lunch in their bag, on the back of their chair. It must be taken home each day and sanitised.            No sharing food or drink.            No sharing of sports balls or equipment.            No contact games e.g. tag            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.            One student will be allowed in the toilets at a time.            Furniture disinfected each day.            Any sick children will be isolated (designated disabled toilets near office), immediately sent home – tested and result shared with school.            No staff will be at school if health compromised.            Students to be issued with stationery that is not to be used by any other person and to be kept in their specific tray            Children can only bring water bottle, coat and lunch box to school. No bags or other equipment can be brought in or out of school.            Reading books will be left for 48 hours when they are needing to be changed, teachers also have no contact with reading records brought in            Homework practices are altered to allow for 48 hours quarantining.            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
<p>Lack of social distancing in the classroom resulting in direct transmission of the virus.</p>	<p>High/Medium/Low</p>	<ol style="list-style-type: none"> <li>1. We have small numbers of children in classes (Class 4 has 20 children, 1 Teacher and 1 associated dinner time staff member)</li> <li>2. Removed excess furniture to increase space.</li> <li>3. Children keep to their desks when in their allocated classroom.</li> <li>4. All children have their own desk, tray and pack of stationary which they use. No swapping of stationary or trays. Children to be allocated a specific desk within the classroom and continue to use this desk for the rest of the term – no classroom wandering.</li> <li>5. Social distancing practices completed, showing the children how to line up, use of toilet, moving around the classroom, washing hands, lunchtime procedures etc.</li> <li>6. Good practice modelled many times a day and linked to school behaviour system – lots of praise</li> <li>7. Lessons planned for learning at their desk and to avoid any close-group working.</li> <li>8. Feedback given by the teacher will be done so verbally or by using the large whiteboard and / or the interactive whiteboard and not via close interaction, although masks are worn by teaching staff for close contact discussion and working.</li> <li>9. Clear area for the teacher – 2m distancing at front of room (teachers will still be able to move around the classroom to support pupils when necessary).</li> <li>10. Teacher (MH) is assigned to their class of children and will stay with these children throughout the day, every day that school is open.</li> <li>11. Children stay in the classroom for the majority of the day and will not mix with other groups, outside of KS2.</li> <li>12. Lunchboxes, if brought in by the pupils, will be kept on child's chair in their school bag</li> <li>13. Tables are sanitised and wiped by the child after every lesson or transition.</li> <li>14. Children's hands are washed before and after every lesson, including as they come into school, break times and at the end of the day.</li> </ol>	<p>High/Medium/Low</p>	<p>All Class 4 staff/midday supervisors.</p> <p>Regular review in response to updated guidance and amended school operations</p>



		<p>15. Social distancing will be maintained as best as we can, when the group line-up to move to another location within the school.</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. Teachers 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>		
<p>Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus.</p>	<p>High/Medium/Low</p>	<p>1. Only one child allowed to go to toilet at a time, this will be authorised by the Teacher.</p> <p>2. Allocated toilets for different groups of children – toilets in Class 4 to be used by Class 4 only.</p> <p>3. Hand gel used after toilet use as well as washing hands</p> <p>4. Extra signs in toilet area regarding procedures for washing hands.</p> <p>5. Paper towels to be used by pupils, to further reduce the risk of spreading and thrown in the bin straight away.</p> <p>6. School is well-stocked regarding PPE- soap and hand sanitizer. Gloves, wipes and specific cloths used to clean the toilets.</p> <p>7. Teacher has spoken to the pupils regarding the toilet routine and what procedures they need to follow (refer back to the signs).</p> <p>8. Toilets will be deep cleaned at the end of each day before the children return to school.</p> <p><b>9. PPE available for all staff, where required.</b></p>	<p>High/Medium/Low</p>	<p>All Class 4 staff/midday supervisors.</p> <p>Regular review in response to updated guidance and amended school operations</p>
<p>Lack of social-distancing waiting to enter school in morning resulting in direct transmission of the virus.</p>	<p>High/Medium/Low</p>	<p>1. All families distanced outside of the allocated big green gates in the morning – 8.45am.</p> <p>2. Staggered school morning times with KS1.</p> <p>3. Clear lines marked outside the classrooms for the children to wait</p> <p>4. 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.</p> <p>5. Instructions shared regarding social-distancing between families / pupils in the morning with parents and children.</p> <p>6. Regular updates from school, to families, regarding arrangements and expectations.</p> <p>7. Allocated members of staff (H.D and M.H) to be on duty to supervise and advise parents and pupils regarding the</p>	<p>High/Medium/Low</p>	



		<p>school's procedures for entry and exit – in line with the whole school risk assessment.</p> <p>8. Staggered drop off and pick up times for different year groups (KS2 pupils will arrive at school between 8:45am-9.00am) to reduce congestion and risk of contact with other families</p> <p>9. Children will enter via the green gates from the playground and then line up to go into their allocated classrooms.</p> <p>10. The children will wash their hands and then go straight to their desks on entry into the classroom.</p> <p><b>11. PPE available for all staff, where required.</b></p>		
<p>Lack of social-distancing during playtimes and lunchtimes resulting in direct transmission of the virus.</p>	<p>High/Medium/Low</p>	<p>1. Staggered playtimes (KS2 – 10:25-10:45) and certain playground areas prohibited, such as tyres, climbing frame.</p> <p>2. Reduced playtime equipment – hard surfaces and can be easily cleaned (balls for specific classes – named and sanitised afterwards).</p> <p>3. Games discussed which encourage social distancing – football passing, catch etc.</p> <p>4. KS2 Staff will supervise their group throughout break time and lunch time – actively encouraging social-distancing.</p> <p>5. Children practice talking / communicating with a distance of 2 metres – modelled by staff in the classroom prior to break / lunch times.</p> <p>6. Class 4 teacher 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>7. Children to wash their hands before and after every break time.</p> <p><b>8. PPE available for all staff, where required.</b></p>	<p>High/Medium/Low</p>	<p>All Class 4 staff/midday supervisors.</p> <p>Regular review in response to updated guidance and amended school operations</p>
<p>Lack of social distancing when eating lunch resulting in direct transmission of the virus.</p>	<p>High/Medium/Low</p>	<p>1. Children will eat in own classroom, with their classmates and staff, at an allocated time – 12.30pm.</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 will be spaced in the classroom seating arrangement.</p> <p>5. Children who bring in a packed lunch will be asked to keep these in their bag until lunchtime.</p> <p>6. The children will get their own lunch box from their bag, at the allocated time (12:30- 1:00pm)</p> <p>7. The children in the class will be supervised by the adults leading the group and will be encouraged to retain the social-distancing measures throughout lunch.</p>	<p>High/Medium/Low</p>	<p>All Class 4 staff/midday supervisors.</p> <p>Regular review in response to updated guidance and amended school operations</p>



		<p>8. There will be signage visible in the classroom to remind the children of the procedures.            9. Children will store their water bottle in their bags and will have free access to this throughout the day.            10. Water bottles will be filled if necessary, at the sink at the back of the classroom by the child.            11. Children will wipe/sanitise their own desks before and after lunch.            12. Class Teacher M.H will do a thorough clean of classroom and toilets during lunch.            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.            14. <b>PPE available for all staff, where required.</b></p>		
<p>Contact of shared resources resulting in indirect transmission of the virus.</p>	<p>High/Medium/Low</p>	<p>1. Pupils will be provided with paper and the necessary stationary to complete the learning tasks and completed tasks will be contained within individual labelled trays in own child's desk.            2. Tubs of resources for individuals if needed – maths cubes etc. These will be kept to a minimum and then cleaned at the end of the day            3. Resources washed in the classroom regularly, if used and left to dry if not same person using them the next day            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.            5. Lessons planned so resources are individual and not shared – or on white board.            6. Resources on tables ready for lesson and not distributed within the lesson.            7. Children encouraged to wash hands / use hand gel (school will provide the hand gel) before lessons and after each lesson            8. Pupils will keep their reading books in their bags            • <b>9. PPE available for all staff, where required.</b></p>	<p>High/Medium/Low</p>	<p>All Class 4 staff/midday supervisors.             Regular review in response to updated guidance and amended school operations</p>
<p>Emotional distress of the children.             The government has recently launched the <a href="#">Wellbeing for Education Return programme</a>, which</p>	<p>High/Medium/Low</p>	<p>1. All KS2 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.            2. A good proportion of the school day will be devoted to PSHCE activities in the first few weeks after school reopens</p>	<p>High/Medium/Low</p>	<p>All Class 4 staff/midday supervisors.             Regular review in response to updated guidance and amended school operations</p>



<p>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>		<p>(similar activities will be accessible for those children still remaining at home to promote good well-being in all pupils).</p> <ol style="list-style-type: none"> <li>3. All of KS2 will share the PSHCE planning to ensure that there is a consistent approach to supporting our pupils and reducing emotional distress</li> <li>4. Teachers to be informed of any children returning to school who have experienced emotional distress during the school closure</li> <li>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)</li> <li>6. Children to have opportunities to communicate with their class teacher and other staff allocated to their class.</li> <li>7. Regular communication with identified families to ensure a successful transition from home to school</li> <li>8. School to seek further expert advice where it is deemed necessary and make use of specific resources.</li> <li>9. Focus on outdoor learning – Ness Bear Forest School and Wild Wednesdays.</li> </ol> <p><b>10. PPE available for all staff, where required.</b></p>		
<p>Emotional distress of the staff – including anxiety.</p>	<p>High/Medium/Low</p>	<ol style="list-style-type: none"> <li>1. Staff are being included in risk assessment process and discussion enables input into hazard identification and control measures</li> <li>2. Online coaching, meetings and training for all staff before the re-opening of school happened – RECOVERY programme.</li> <li>3. Staff meetings enabling regular discussion of any concerns and the sharing of control measures</li> <li>4. Sharing of support helplines.</li> <li>5. At least one SLT / DSL member of staff on-site every day for staff to share concerns with.</li> <li>6. Risk assessments reviewed regularly</li> <li>7. Designated “staff areas” areas for different groups of staff, including toilets.</li> <li>8. Prearranged time for planning and preparation within the week.</li> </ol> <p><b>9. PPE available for all staff, where required.</b></p>	<p>High/Medium/Low</p>	<p>All Class 4 staff/midday supervisors.</p> <p>Regular review in response to updated guidance and amended school operations</p>
<p>Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus.</p>	<p>High/Medium/Low</p>	<ol style="list-style-type: none"> <li>1. PPE available for all staff, where required.</li> <li>2. Socially distanced seating between children needing support</li> <li>3. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way which results in staff being put at risk.</li> </ol>	<p>High/Medium/Low</p>	<p>All Class 4 staff/midday supervisors.</p>



Mainly B.Keith/T,Shaw and V.H		4. Good modelling and reminders of how to stay safe/maintain hygiene in class.		Regular review in response to updated guidance and amended school operations
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> <li><b>12. PPE available for all staff, where required.</b></li> </ol>	High/Medium/Low	<p>All Class 4 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 4 staff/midday supervisors.</p> <p>Regular review in response to updated guidance and amended school operations</p>
<p><b>Name of Assessor: Miss Molly Horne (Class 4 Teacher)      Date: 18/09/2020</b></p>				

<b>Assessment Conclusion</b>	Providing the stated control measures are implemented and adhered to the risk of contracting most viral infections can reduce to a manageable level in normal circumstances. Compliance with this risk assessment should be monitored and reviewed to ensure control measures remain effective.
------------------------------	---

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





**Name:** Miss Molly Horne

**Job Title:** Class Teacher

**Signature:** M.Horne

**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 G Pett

**Job Title:** Headteacher

**Signature:** *G Pett*

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