



Warren Park Primary School



RISK ASSESSMENT: PREVENTION OF COVID 19

This document outlines additional risk management based on the guidelines provided by the government GOV.UK – Guidance for full opening of schools / July 2020. Nine key areas are highlighted for consideration within this guidance and are reflected within this document. This risk assessment identifies the measures in place to minimise the risk of exposure to Covid 19 for children and staff and must be read in conjunction with Response to Covid 19: Sickness Policy and Prevention of Covid 19: Cleaning Expectations and Monitoring

THIS IS A DYNAMIC RISK ASSESSMENT, AS SUCH, IT IS CHANGEABLE ON INFORMATION RECEIVED VIA LOCAL HEALTH PROTECTION TEAM / LOCAL AUTHORITY AND NATIONAL GUIDANCE

1. People who are ill stay at home	Response to Covid 19: Sickness Policy
2. Robust hand hygiene	School Risk Assessment: Prevention of Covid 19
3. Robust respiratory hygiene 'Catch it, bin it, kill it'	School Risk Assessment: Prevention of Covid 19
4. Enhanced and monitored cleaning	Prevention of Covid 19: Cleaning Expectations and Monitoring
5. Where possible, social distancing – minimise contact	School Risk Assessment: Prevention of Covid 19
6. PPE for soiling and first aid	School Risk Assessment: Prevention of Covid 19
7. NHS Trak and Trace	Response to Covid 19: Sickness Policy
8. Managing cases amongst school community	Response to Covid 19: Sickness Policy
9. Containing outbreak with local health protection team	Response to Covid 19: Sickness Policy

These are additional measures to our normal class / activity risk assessments. All normal risk assessments must be followed as per school policy.

ACTIVITY – USUAL PROVISION	RISK TO ALL PEOPLE ONSITE (BEFORE CHANGES)	MANDATORY CHANGES TO PRACTICE	ADDITIONAL MEASURES	RISK TO ALL PEOPLE ONSITE (AFTER CHANGES)
Beginning of school day and drop off	MED	<ul style="list-style-type: none"> Children's entry and exit times will be staggered – see Transitions DOC. Year group bubbles will share one gate with another year group - see Transitions DOC 	<ul style="list-style-type: none"> KS2 Parents to drop off at allocated gate and are not permitted onto school site Parent to drop off youngest child at allocated gate and any older children to 	LOWER

		<ul style="list-style-type: none"> ○ One Year Group will use the gate at the time specified to them for entry and exit ○ Children to wash hands before sitting at desks ○ Children to wash their hands at the end of the day before going home 	<p>make their own way to classes from the playground</p> <ul style="list-style-type: none"> ○ Year groups to communicate with parents: times, gates and external doors for their specific year group 	
<p>Parents and Carers</p> <ul style="list-style-type: none"> - Dropping off and collection - Communication - Support / SEND and Additional Needs 	MED	<ul style="list-style-type: none"> ○ Other than dropping off a KS1 child, parents are not allowed on school site ○ Parents will drop KS1 children off and leave promptly via the same gate ○ Parents should phone office if they have queries or requirements ○ Teachers to phone parents regarding school issues (behavior etc) if required, teachers can organise zoom or team meetings with parents ○ Parents of children with additional needs may require more reassurance and communication but this should be done via phone calls ○ One to one children may require different drop off and collection times, this should be arranged with SEND team and through discussion and agreement with parents 	<ul style="list-style-type: none"> ○ Signs on window giving parents instructions about changes ○ External gates on buzzer / Intercom – Office Staff to monitor ○ Letter sent out to parents to inform of drop off changes and expectation of parental use of school site ○ School website will provide information to parents ○ Year Group leaders to post updates on school website ○ Teaching staff to monitor hand washing areas (back sinks and toilets) 	LOWER
<p>Class Grouping – How to Group Children/Measures In Classes</p> <ul style="list-style-type: none"> - Classroom and Teaching Spaces - Classes - Grouping - Seating - Staff Distancing 	MED	<ul style="list-style-type: none"> ○ Classes will continue to have only essential furniture ○ Fabric and soft furnishing will, where possible, be removed (no cushions etc). ○ Work surfaces should remain decluttered at all times and only essential resources should be used ○ At all times classes will be organised and clutter free, enabling cleaning to happen throughout the day 	<ul style="list-style-type: none"> ○ Where possible groups of children will remain fixed (this may include English and Maths Groups) and serious consideration will take place before moving children ○ No more than one person should use pod spaces ○ Activities are planned to facilitate safe distance from other groups ○ All equipment used to be cleaned after use and before putting away. Cleaning spray and clothes available in every class. 	LOWER

		<ul style="list-style-type: none"> ○ Teaching staff may use cupboards to store unused resources or the garage for larger pieces of furniture ○ Children to work in 'Bubble Groups'. These bubbles will comprise of a year group of children (max 65). The bubble group will divide into smaller groups to benefit from specialist teaching. Within these smaller groups children may engage in learning activities using a shared resources (see cleaning). ○ Classes (30 – 34 children) will be maintained for the majority of the school day, including beginning and end of the day, lunch, break and wider curriculum. ○ In order to provide a quality education, children will still receive specialist teaching during English, Reading, Phonics, Maths and SEN classes. During these times only, children will mix across the bubble ○ Year Groups will remain in their teaching areas and will not mix with other year groups ○ Where possible children should remain at the same desks (this will include including beginning and end of the day, lunch, break and wider curriculum). ○ For specialist teaching the children may be required to move desks, the desk will need to be cleaned before a new child can sit in the same space ○ Children will sit forward facing at a desk ○ Teaching areas must be well ventilated, spaces should have windows open where possible 	<ul style="list-style-type: none"> ○ Children and adults to use handwashing between activities to lower the risk of cross contamination ○ Adults to have PPE mask and aprons for any interaction with children within the 2m social distancing area ○ PPE equipment must be discarded appropriately after use if soiled when leaving their teaching area. ○ Adults from year groups should not be mixing in areas where social distancing is difficult ○ Internal phone systems should always be used as a priority over a physical meeting ○ Meetings between adults from other year groups should be minimised and only when social distancing is possible – the staffroom can be booked for this purpose (maximum 8 people) 	
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		<ul style="list-style-type: none"> ○ Staff will maintain a distance from pupils and other adults as much as possible 		
<p>Hygiene</p> <ul style="list-style-type: none"> - Handwashing - Catch It, Kill It, Bin It - Class Cleaning - Shared Resources - Waste Management - Toilets 	MED	<ul style="list-style-type: none"> ○ Handwashing should happen throughout the day, specifically at the beginning of the day, before snack, after break time, before lunch, after lunch and before home time. ○ Sanitising gel can be substituted for handwashing but before lunch, if hands are soiled and after toileting children must wash their hands with soap ○ All classes to be stocked with tissues ○ Teachers to teach and reinforce the 'Catch It, Kill It, Bin It' practice ○ Teaching staff to have a supply of soap / PPE / Tissues and cleaning equipment – Low stock must be reported (via email to Sue Newman or Richard Marsh, please tag in Anna Evans-Line Manager) ○ Staff will have access to cleaning equipment which they can use for cleaning desks in between groups and resources ○ Shared resources must be cleaned before they can be used by another group, this must be done after each group uses equipment/resource ○ Children will have a personal supply of stationary which can be kept in their draw ○ Children will only be allowed to bring in a water bottle, lunch box, reading book and reading record – no other items can be brought in from home ○ Home reading records and reading books must be placed in a specific box to be cleaned before being used/returned as a shared resource 	<ul style="list-style-type: none"> ○ Teaching staff will continue to supervise handwashing and hygiene – rewarding good practice ○ Younger children to be supervised to ensure correct handwashing is being done ○ Use all sinks available in bubbles to help with time and distancing ○ Use common sense with handwashing – some activities such as arts may require additional handwashing (please refer to curriculum risk assessments) ○ Where sinks aren't available sanitising gel can be used between activities – this should not replace handwashing after the use of toilets or before lunch ○ Hand sanitising dispensers are in corridors and hall ○ Posters in classes and handwashing areas ○ Teaching Staff to clean laptops before replacing in chargers. ○ Were possible minimal people to go to charging cabinet ○ Children not to be used to get or put back laptops ○ Green cloths to be placed in Site Managers Room (Bucket) and clean cloths picked up at the beginning of the day 	LOWER

		<ul style="list-style-type: none"> ○ If bins are full, this should be phoned to the site team immediately ○ Soiling / Vomit and Blood should be removed from the classroom immediately – See Soiling/First Aid. Site team to be notified immediately ○ Toilets will be shared and cleaned more frequently (see cleaning DOC.) ○ Any issues or concerns with toilets should be reported immediately to the site team 		
<p>Break Times</p> <ul style="list-style-type: none"> - Snacks - Water Bottles - Outdoor Play - Wet Play - Staff Respite 	MED	<ul style="list-style-type: none"> ○ Children can bring a snack from home which can be eaten at breaktime after the children have washed their hands ○ Children to bring in water bottles from home. These are the child's responsibility and must be taken home at the end of the day. ○ Children are not to use school water bottles. ○ Children to use disposable cups which can be thrown away after use. ○ Classes will have a specific playground area ○ One adult to supervise each class during break time ○ Indoor break times should be desk based activities (in classes) / story time etc. may also be used as break in learning / mindfulness etc. ○ Groups must only use their designated areas, as set out in bottom diagram ○ Transitions from class to outside areas should be organised in Year Groups to minimise multiple humans using corridors and stairwells ○ Continue to use stair rules (sticking to left side- signage already in place) 	<ul style="list-style-type: none"> ○ The staffroom is not to be used for breaks or lunches ○ Year Groups should be able to take respite within their own year group – year group leaders will designate an appropriate space ○ Adults should be able to access a drink throughout the day; however lidded cups are to be used in all areas outside the staffroom ○ One to two members of staff can go to collect drinks from the staffroom ○ Staffing bubbles (year groups) should be preserved wherever possible 	LOWER

		<ul style="list-style-type: none"> ○ Children will be advised to wear suitable shoes and clothing in parent communication 		
<p>Lunch Times</p> <ul style="list-style-type: none"> - Timing - Seating - Cleaning - Waste Management - Staff Respite 	MED	<ul style="list-style-type: none"> ○ Children will receive an hour for lunch which will be split, weather dependent, eating inside and playing outside. ○ Children will bring in a lunch box from home or be able to order a packed lunch which will be made in the school kitchen ○ Dinner staff will wipe down tables before children eat. ○ Children will remain in seats whilst eating and during wet play ○ All lunch litter, including any gloves and aprons must be taken to the outside bins when children have finished their lunch break ○ Children will be supervised in their transitions outside and will adopt the same break areas for outside play. See separate document 	<ul style="list-style-type: none"> ○ Staff will use year group designated respite area (not main class) to have lunch ○ Staff will wipe tables before eating their lunches ○ Staff should ensure that they are using lunch to get respite 	LOWER
<p>Communal Areas</p> <ul style="list-style-type: none"> - Staff Room - Moving and Handling - PPA and Reproduction - Toilets - Office Area - SLT Offices - Staff Collaboration and Communication 	MED	<ul style="list-style-type: none"> ○ The staffroom will not be available for communal use at lunch or breaktimes. ○ Staff are advised to bring in and take home only what is necessary ○ Staff will not leave anything in communal areas (this includes resources, junk modelling and other unwanted items) ○ The office can only accommodate three people – non-office staff are not permitted in the office ○ Personal office spaces remain off limits and are by invitation only – where possible phone do not visit personal offices or walk around the school ○ A limit of three people in the reprographics room 	<ul style="list-style-type: none"> ○ Year Groups should be able to take respite within their own year group – year group leaders should consider this in their available spaces ○ Adults should be able to access a drink throughout the day; however lidded cups are to be used in all areas outside the staffroom ○ One to two members of staff can go to collect drinks from the staffroom 	LOWER

		<ul style="list-style-type: none"> ○ Staff must respect bubbles and mixing staff bubbles must be avoided whenever possible ○ Phone and email should always be the first option of communication ○ Meetings between year groups and SLT should be prescheduled and the staffroom can be booked to accommodate meetings of staff (still maintaining social distancing) ○ Staff communication is key and Year Group leaders will work with SLT to ensure updates and changes are communicated to all members of staff 		
<p>SEND / Additional Requirements</p> <ul style="list-style-type: none"> - Wellbeing - Speech and Language - Physical Support - Behaviour 	MED	<ul style="list-style-type: none"> ○ Therapists will be able to deliver interventions to children following school guidance. ○ Adequate space will be provided for delivery of interventions, enabling social distancing ○ On rare occasions teaching staff may have to work within the 2m Social Distancing. See PPE Doc. ○ Some behaviour incidents may happen without warning, staff may respond without PPE but should minimise time where possible and decontaminate as soon as possible (wash hands etc.) - Any incidents where this has happened should be recorded on CPOMs ○ Child may be taken to seating area in Lynne's room in order to have time to regulate ○ Any incident should be reported by CPOMS and verbally to lead member of staff ○ SEND and Speech and Language will be delivered side on and in a well-spaced area. 	<ul style="list-style-type: none"> ○ Additional IPP-RA have been written for EHCP children ○ Any reoccurring issues msut be flaged with wellbeing team ○ Please phone ahead, where possible, to alert Lynne to situation ○ Wellbeing sessions will be carried out in PPA where possible ○ Speech and Language will be carried out in PPA where possible ○ One to ones will liaise with SLT regarding specific requirements for individual children – this will be included on IPP 	LOWER
<p>Wider Curriculum</p> <ul style="list-style-type: none"> - Hall Use - PE 	MED	<ul style="list-style-type: none"> ○ Year groups will be allocated a day for use of the hall. Cleaning of resources will be required in between class groups 	<ul style="list-style-type: none"> ○ Curriculum RA should be used in conjunction with this document 	LOWER

<ul style="list-style-type: none"> - Collective Worship - Marking and Feedback - Resources - PPA 		<ul style="list-style-type: none"> o Hall time will be organised by year group leaders and will be prioritised for wider curriculum activities such as music, PE and collective worship o Marking should be done with in school where possible – minimising taking books home o Marking and feedback must not be done face to face, side to side feedback can be given but distance should still be considered and not in confined space (pods) o Feedback can be given but social distancing should be a priority o Resources for individuals (pencils etc) will be kept in the child’s personal draw o Shared resources will be cleaned in-between activities and before storing o PPA will happen for the teaching team of each bubble – see PPA DOC. o PPA staff will adhere to this policy 	<ul style="list-style-type: none"> o PE specific information can be sought from subject manager in line with GOV. guidance and Sports England o Subject leaders and Year group leaders will continue to monitor and review resources and support teaching staff to deliver a broad and safe curriculum 	
<p>Education in the event of bubble / school closure</p> <ul style="list-style-type: none"> - Preparation of learning packs - Communication with parents - Continued development of online learning platform 		<ul style="list-style-type: none"> o A blended approach to home learning will be actioned in the event of school closure. This will include relevant work booklets as well as online learning o Work packs will be delivered to children based on their planned current learning o Signposting to relevant online support materials o Training will continue during the autumn term to strengthen the provision of using the learning platform to deliver teaching and provide feedback for children 	<ul style="list-style-type: none"> o Year leaders to ensure that planning can be translated into work packs at short notice o Continue to use current means of rapid communication with parents when necessary o Network Manager to implement Learning Platform action plan to enhance the school’s current online offer 	
<p>PPE</p> <ul style="list-style-type: none"> - Soiling - First Aid - Physical Interventions 	<p>MED</p>	<ul style="list-style-type: none"> o First aid to be carried out by year group staff (office staff may not be available) o If possible first aid to be treated in class, using first aid packs. Any first aid 	<ul style="list-style-type: none"> o Training certificates have been extended this year o Parents will be informed about PPE usage in schools 	<p>LOWER</p>

<p>- Children Using Public Transport</p>		<p>administered should then be phone through to the office to be written in medical folder</p> <ul style="list-style-type: none"> ○ Staff first aider (where available) to take child to first aid room and administer first aid to child, recording it as per school policy (in medical book). First aider to wear appropriate PPE if working within the 2m Social Distancing - Mask / Gloves / Apron ○ Staff member to remove all PPE when social distancing can be maintained, dispose of PPE and carrying out hand washing ○ Both child and staff member to return to class ○ If first aider / staff member unsure of what action to take seek advice from person on duty or Progress Team member ○ Cool packs are stored in first aid room and can be collected by an adult ○ When no longer needed they must be wiped clean and returned to the first aid room ○ In case of serious emergency call 999 ○ Adult dealing with soiling situation will be required to wear appropriate PPE if working within the 2m Social Distancing - Mask / Gloves / Apron ○ Staff member to remove all PPE when social distancing can be maintained, dispose of PPE and carrying out hand washing ○ Child and adult to wash hands ○ Both child and staff member to return to class ○ IPP in place for children and specific handling scenarios discussed and actioned, by year group leader ○ Children using public transport may still have PPE (face mask on them). All face 		
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		coverings are encouraged to be removed and stored safely before entering the school site.		
<p>Whole School Cleaning</p> <ul style="list-style-type: none"> - Cleaning Rotas - Monitoring and Reviewing - Near Misses / Alarms 	MED	<ul style="list-style-type: none"> ○ All areas of the school will be thoroughly cleaned daily – this will include all areas of the school as all rooms/areas will be in use from September ○ High traffic areas of the school will be cleaned twice a day – these include toilets, sink areas and handles ○ Year groups will have supply of PPE / Soap and Towels / Tissues / Cleaning clothes and sprays ○ The site team will monitor stock daily and make early ordering of low stock to ensure supply ○ Managers and line managers will monitor cleaning daily by using the cleaning check list ○ GB and SLT can spot check areas and will report back findings to site team via email ○ Any near misses and cleaning concerns should be emailed to Anna Evans and the site team so they can be addresses – this must be done via email not through verbal communication ○ For information about responsibilities, schedules and stock management please see cleaning Doc. 	<ul style="list-style-type: none"> ○ Teaching staff will support cleaning by cleaning resources and tables in-between activities ○ Cleaning check sheets will be used to ensure coverage and to assist with monitoring ○ SLT will liaise with site team regarding ongoing changes of requirements 	LOWER
<p>Educational Visits / Onsite Visitors</p> <ul style="list-style-type: none"> - Educational Visits - Visitors and Volunteers 	MED	<ul style="list-style-type: none"> ○ During Autumn 1 educational visits will be suspended ○ During Autumn 2 the EVC will conduct a test visit based on EVOLVE information and training ○ Visitors and volunteers will come on to site of they significantly add value to the teaching of the curriculum 	<ul style="list-style-type: none"> ○ All curriculum visitors and volunteers must adhere to all school policies and guidance 	LOWER

		<ul style="list-style-type: none"> ○ All visitors and volunteers will adhere to the guidance given to them on entering the site ○ All visitors and volunteers must be pre-arranged and the office staff advised of name / time and date of arrange meeting/visit ○ A record of visitors and volunteers will be kept to facilitate the GOV. track and trace system 		
Attendance / CPOMS / Sickness <ul style="list-style-type: none"> - Attendance Concerns - Reporting Absences / Children - Reporting Absences / Teaching Staff/Staff - Staff with WP Children - Travelling Abroad 	MED	<ul style="list-style-type: none"> ○ Jane Taylor will continue to support attendance concerns and monitor and review SIMS to highlight attendance concerns ○ Parents will phone school in cases of illnesses and absences – following the Response to Covid 19: Sickness Policy ○ Children and Staff citing Covid 19 symptoms or track and trace advice must be logged on 'Track and Track' record (Teachers Pool) ○ In the event of children and staff citing Covid 19 symptoms or track and trace advice the following people need to be sent an email EC,LL,AE, JT and Year Group Leader ○ Staff must phone school office to report personal illness – following Response to Covid 19: Sickness Policy ○ Staff leaving school for external appointments must seek guidance from SLT regarding returning to school expectations ○ Staff with children/families within the school must still follow school guidance and not make contact with children during normal school routines/practices ○ Parents and Staff must adhere to the current GOV. Guidelines regarding visits to foreign 	<ul style="list-style-type: none"> ○ Jane Taylor to communicate with year group leaders regarding attendance issues ○ Wellbeing group to help support children and families with anxieties around returning to school ○ SLT to support adults and staff with anxieties around returning to school ○ While shielding is paused, all staff will be expected to return to work unless they have direct notification stating otherwise from their GP, Consultant or Health Practitioner. This will be kept under review inline with Local Authority and Government guidance ○ Personal risk assessments are in place for staff categorised as Extremely / Critically Vulnerable. Year Leaders will support staff members with the measures identified within the RAs. Consideration will be given to whether the role can be undertaken from home or an alternative role is available ○ Staff may message/communicate with teachers and year group leaders in addition to phoning through absence to the school office 	LOWER

		<p>countries. Quarantine guidelines must be adhere to and check prior to travelling.</p> <ul style="list-style-type: none"> ○ Parents and Staff should be diligent in checking GOV. guidelines during school holidays as quarantine may affect school attendance ○ Please see separate sickness guidance for information on track and trace. (TP and Website) 		
<p>Staffing / House Keeping</p> <ul style="list-style-type: none"> - Baggage - Communal Areas - Personal Hygiene - Wellbeing and Respite - Working Hours 	MED	<ul style="list-style-type: none"> ○ Personal items such as bags etc. are taken into the classrooms at own risk – we would advise that any personal items are cleaned at the end of the day, before going home (sanitising gel and cleaning materials are available) ○ All dishes (cups, plates etc,) to be taken to staffroom and placed in dish washer or washed ○ Please remove all resources used the end of the day (paper, pre cut stuff etc.) ○ Adults to leave their teaching areas as soon as possible, at the end of the day and to work in their additional teaching space – please advise cleaning team of this ○ All teaching staff are to remain in their specified classroom / area and not to wander through other classes – queries and communication should be done via internal phones ○ Teaching staff will be expected to declutter areas of school before children return – minimise items on surfaces / enable deep clean ○ All resources and equipment will be stored in containers or cupboards, teaching staff will be responsible for clearing work spaces 	<ul style="list-style-type: none"> ○ All staff will be part of a cleaning cycle and be expected to respect and assist in minimising cross contamination. ○ All staff will have access to both cleaning equipment and PPE equipment (for working within 2m social distancing) ○ Teaching staff will be advised to wash hands before leaving site ○ Cleaners will be on site at 3.30pm onwards for deep clean, all teaching staff to consider this when working after school ○ On returning home, staff are advised to shower/bath and change clothes ○ SLT to support staff wellbeing, monitoring and feedback any concerns so SLT can support staff ○ All staff will be expected to come to work in clean and appropriate clothing 	

		<p>(including desks, sides, sinks etc) ready for cleaning – no trace of previous teaching staff or lesson should remain</p> <ul style="list-style-type: none"> ○ Do not walk through any other areas of the school as cleaning has taken place ○ All staff to wash hands before lunches and breaks 		
<p>Monitoring, Reviewing and Training</p> <ul style="list-style-type: none"> - GB - Progress Team - Line Managers - Roles and Responsibilities - Communication - Staff meetings and Training 	MED	<ul style="list-style-type: none"> ○ It is the GB responsibility to approve and review this document against the GOV. guidance ○ The GB will support SLT in facilitating this risk assessment ○ The GB will advise SLT on changes based on monitoring and reviewing the practices and procedures outlined in this document ○ Progress team are responsible for enforcing this risk assessment. They will implement and evaluate this risk assessment, supporting changes based on good practice and GOV. guidance ○ Line managers will be responsible for communicating the contents of this document and ensuring it is put into practice within their areas of the school ○ Progress Team can monitor / spot check any aspect of this risk assessment but must ensure written feedback is given to assist with improvement and good practice ○ Progress Team meetings will be virtually or socially distance in the school hall (numbers limited to 30 people) ○ In school training will continue including curriculum and COVID-19 safety these will be done virtually or socially distance in the school hall (numbers limited to 30 people) 	<ul style="list-style-type: none"> ○ Regular staff and progress team meetings will ensure good communication between staff ○ Where appropriate additional training may be sought / booked for staff members 	LOWER

		<ul style="list-style-type: none"> ○ NQT and CPD will continue and his will be done virtually or socially distance ○ Class observation will still take place, and usual monitoring but his will be done with social distancing. ○ Staff carrying out observations will remain seated were possible and will always maintain social distancing from adults ○ Appraisals will take place with social distancing or, on request, they can be done virtually ○ Staff will be updated on training/communication via school email – it is all staffs responsibility to check emails ○ Staff meetings will be delivered in hall (with limited numbers), via zoom or with directed tasks – including training and actions plans 		
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