

**Rangeworthy C of E Primary School**  
**September 2020**  
**Risk Assessment**

**Rationale and approach**

Children will be taught in key stage bubbles. Each bubble will consist of two classes, with the intention of trying to ensure social distancing (1metre + rule) where possible but it must be recognised that this is age appropriate. Each bubble will be taught in individual classes as much as possible. The bubbles will not mix throughout the day.

The curriculum delivered will be initially based around the principles of the 'Recovery Curriculum (#southglosconnect)' and the needs of each child. It will provide the children with opportunities to share their personal experiences of the Coronavirus lockdown, whilst participating in a whole school topic.

The teacher/s for each class will assess when it is appropriate to introduce more of a structured curriculum.

<b>Hazard and Associated Risks</b>	<b>Risk without controls</b>	<b>Controls</b>	<b>New Risk Level</b>
<b><u>Staff numbers</u></b>			
Limited staff numbers on site.	Medium	<p>No interventions and additional activities will take place so that this will release staff to cover front line teaching.</p> <p>Phased return to the school for the first week back (LA approved), to allow new systems to be tested and then embedded.</p> <p><b><u>Start dates for each class during the first week back</u></b></p> <p>2<sup>nd</sup> September-Class 4 (Mrs Warnock) and 6 Reception children with KS1 staff.            3<sup>rd</sup> September-Class 3 (Mrs Tarplee and Mr Powell) and 6 Reception children with KS1 staff.            4<sup>th</sup> September-Classes 1 and 2 (Ms Streatfield, Mrs Welsby and Mrs Musty)</p> <p>Swift Sports working with both bubbles on a Tuesday and the KS1 bubble on a Friday afternoon. Safety precautions will be put in place in line with Swift Sports risk assessment and national P.E. delivery expectations.</p>	Low
Lack of staff due to self isolation after becoming infected.	High	Ensure staff and children socially distance as much as possible (see measures below) and at lunchtime the area outside the 'Reception' classroom is the staff room. If the weather does not allow this, limited staff numbers in the staffroom at one time.	Medium

Equipment only to be shared within individual classes.		Limit the amount of sharing of equipment within a bubble and pencils, rulers and rubbers will not be shared. If equipment is shared, equipment will need to be disinfected, regular cleaning of touch points-natural breaks of the day on a rota system Remain in individual bubbles-the same teachers and the same children/space.	
Children with underlying health conditions or have home members with health conditions - risk of infection and serious outcomes	High	Need to take medical advice and work with the parents to put protective measures in place to encourage children to attend school	Medium
<b><u>Morning drop off by parents</u></b>			
Too many parents and children to keep 1m + distance - risk of infection	High	Staggered drop off times.  Road signs will mark off no parking directly outside the school gate and this area.  Children arrive at different times, One way system enforced down the lane as much as possible, 1m + zones marked along one way system down the lane for drop off purposes beside the greenery. One parent class group to drop off at designated times throughout the day. If a parent is late for their designated time, they will have to wait until there is a suitable gap. No younger siblings to attend drop off or pick up ideally. On entry to the playground, children sanitize their hands. Children walk straight in through the following doors to own shared areas (no waiting), Class 1-normal entrance Class 2-normal entrance Class 3-normal entrance Class 4-normal entrance Children wash hands on entry to building. Plastic bag to be brought in with school objects inside (no rucksacks)  No parents to enter playground and they leave the children at the gates, SLT to supervise entry and exit from the playground. Any communication by email to office only, TAs and senior staff to ensure one-way system and no mixing of bubbles.	Medium

Too close contact in cloakrooms - risk of infection	Medium	Plastic bags (Book bags only for class 1) to be brought into school, Children to carry water and place straight on desk (their own place) and sit down. Coat (a light coat) to go on peg with the exception of Class 4 based children who will use the lockers. TAs and senior staff to ensure one-way system and 1m+ distancing maintained in the corridors as physically possible. No mixing of bubbles.  The children will bring minimal possessions into school.	Low
Toilets too compact for mass hand washing and using toilet - risk of infection	High	Toilet break and lunchtime rota to be agreed.  Class 3 to use disabled toilet.  Class 1 and 2 children to use boys and girls toilets. Two waiting spots will be placed outside the toilets.  Class 4 to use the child's toilet in the Elliot building. Children to be told to sit down and wait for the teacher to invite one child at a time to wash their hands either in the classroom or in the designated bathroom. Soap to be provided. Toilets to be entered one at a time, Teacher's to ensure that 1 child enters the toilet at a time at staggered break and lunchtimes.	Medium
<b><u>Classroom learning</u></b>			
Lack of desks and need to move around/play for younger children - risk of infection	High	Class 1 have their own classroom but reduced furniture and equipment provided. Maximize the use of the outside space.	Medium
Children in classes 2, 3 and 4 onward face forward.	Medium	Tables are organized in rows facing the front other than Class 1.	Low
Difficulty keeping 1m distance +/- risk of infection	Medium	Explain to children about social distancing and insist that it is adhered to as much as possible, especially in confined spaces.	Low
Contamination of equipment - risk of infection	High	Limited laptop use (cleaned with antibacterial wipes between users) and always sterilize after use, limited sharing of books or other equipment. Reading books to be issued but 96 hour quarantine to be applied in each bubble when the books are returned. Reduced marking or touching of books by teacher. Each class has their own P.E. equipment that remains in that class.	Low

		P.E. sessions to take place outside as much as possible.	
Contamination of desk chair, handles, surfaces - risk of infection	High	Cleaner to clean all chairs (all chairs used) and desks at end of day with disinfectant. Cleaning of all surfaces and handles Touch points are cleaned regularly, at least once a day.	Medium
<b><u>Toilet breaks and hygiene</u></b>			
Difficulty keeping 1m + distance - risk of infection	High	<p>Opportunities available for pupils, students, staff and visitors to wash their hands:</p> <ul style="list-style-type: none"> <li>• on arrival at school</li> <li>• after using the toilet</li> <li>• after breaks and sporting activities</li> <li>• before eating any food, including snacks</li> <li>• before leaving school</li> <li>• after sneezing/coughing.</li> </ul> <p>This is particularly important if using public transport (taxis) to get to school. Children travelling to school using LA transport will form their own bubble.</p> <p>Ensure good supply of soap, paper towels, hand sanitizer and PPE available at all times.</p> <p>Only one child in toilets at time - supervise by staff, Children given soap to wash hands. Taps and doors cleaned throughout the day (3 hour rota system) in the classroom and communal touch points will be cleaned regularly on a rota system of other staff members. Lidded bins/pedal bins for paper towels emptied frequently and are not allowed to overflow.</p>	High
<b><u>Breaktime</u></b>			
Difficulty keeping 1m + distance - risk of infection	High	<p>Staggered break times in bubbles. Toilet use will be monitored by the staff. Coats put on in class (Class 4 in the locker area) and entry and exit doors are propped open when possible. One way system on to playground, 1m + distancing using markings. Playground divided into two sections and each bubble remains in their section.</p>	Medium

		<p>JP to monitor from the steps and relieve staff to give them a break.</p> <p>Play equipment taken out of action due to the necessity to clean. One way system back into classroom</p> <p>Snack can be brought in from home.</p> <p>Fruit eating will be supervised by an adult to ensure children only touch the piece they will be eating.</p>	
<b><u>PE, Music, Drama Lessons etc</u></b>			
Some activities/lessons more difficult keeping 1m + distance and sharing of equipment - risk of infection	High	<p>Swift Sports to run keep fit, dance or health related exercise lessons in the playground for each class. If not weather permitting, these sessions will take place inside.</p> <p>Swift Sports are also adhering to children using their own class bubble equipment and being sterilized after use.</p> <p>Children will come to school in their P.E. kit on P.E days, so that they don't have to change.</p> <p>The curriculum provided will not narrow the opportunities on offer.</p> <p>Music sessions will adhere to the latest Dfe guidance.</p>	Medium
<b><u>Lunch</u></b>			
Difficulty keeping 1m + distance - risk of infection	High	<p>SMSA's to look after certain classes/bubbles</p> <p>Apply the same zonal system as breaktime for each bubble.</p> <p>Staggered lunch break time outside for each bubble. Hot meals are available.</p> <p>Key stage 1 bubble to use the school hall during lunchtimes.</p> <p>Key stage 2 bubble to have their lunch in their own classroom. Hot dinners to be delivered to the classroom.</p> <p>Key stage 2 children to make their hot meal choice at registration in the morning.</p> <p>Children follow break guidelines.</p>	Medium

<b><u>End of day pick up by children</u></b>			
Too many parents and children to keep 1m + distance - risk of infection	High	<p>Staggered pick up times.</p> <p>Road signs will mark off no parking directly outside the school gate and this area.</p> <p>Parents will arrive at different times, One way system enforced down the lane as much as possible, 1m + zones marked along one way system down the lane for drop off purposes beside the greenery. One parent class group to pick up at designated times throughout the day.</p> <p>If a parent is late for their designated time, they will have to wait until there is a suitable gap.</p> <p>No younger siblings to attend drop off or pick up ideally.</p> <p>On exit to the playground, children sanitize their hands.</p> <p>Children walk straight out through the following doors (no waiting),</p> <p>Class 1-normal exit  Class 2-normal exit  Class 3-normal exit  Class 4-normal exit</p> <p>No parents to enter playground and they pick up their children at the gates, SLT to supervise entry and exit from the playground. Any communication by email to office only, TAs and senior staff to ensure one-way system and no mixing of bubbles.</p>	Medium
<b><u>Staff breaktime</u></b>			
Too small a room to keep 1m + distance - risk of infection	High	Staff to use staffroom to make tea – at staggered times - max of 2 at a time ideally and a one-way system is enforced. Staff to use and keep own cup, no food sharing e.g. biscuits, touch points and taps to be cleaned regularly, Staff to socialise in small groups around school building or classrooms keeping 1m + distance (Ideally using the area directly outside the Reception outside area)	Medium
Use of toilets	High	Max of 1 person in the toilet at any one time, and a waiting area is designated outside, limited to 2 people	Medium

<b><u>Cleanliness of SchoolTouch points</u></b>			
Contamination of surfaces and touch points - risk of infection	High	<p>Deep clean of all areas before school re opens and then ongoing at start and end of day (INSET day assigned to this)</p> <p>Cleaners/support staff/SLT to clean taps, entrance doors and handles, staffroom throughout day on a rota system. Cleaner to clean desks and chairs at end of day Cleaners to wipe down all touch points, surfaces and clean toilets at end of day. Continue to increase daily cleaning from 2 hours presently to 3 hours. Teachers to clean resources/equipment eg by soaking in sterilizing solution. Ensure the cleaner is following the Covid-19 guidelines.</p>	Medium
<b><u>Difficulties planning for and delivering - curriculum priorities for learning</u></b>			
Lack of curriculum time due to reduced time children are in school - not enough time to cover full curriculum	High	<p>Recovery curriculum (#southglosconnect) in place until further notice. Teachers given the discretion to reintroduce a more structured curriculum when appropriate for their class.</p>	Medium
Not prepared for the closure of a class or bubble	High	<p>A robust online learning platform is prepared and sourced and will be used when bubbles are closed or individuals are self-isolating. Teachers are clear of the expectations related to this.</p>	Medium
<b><u>PPE safety clothing</u></b>			
Lack of PPE purchasing.	High	<p>Purchase PPE (face shields, gloves, 2 sets of scrubs, tissues, handwash, hand sanitiser, paper towels if possible) in advance even if it is not required in the future and may have a financial impact.</p> <p>Staff given choice on the level of PPE they want to wear dependent on how close they get to the children.</p> <p>Parents given a choice on whether they want their child/ren to wear PPE in school.</p> <p>Ensure that staff have access to adequate PPE if there are up, near and personal to the pupils i.e First aid, changing a child and in classrooms where</p>	Low

		<p>children cannot maintain adequate social distances.</p> <p>Children will be encouraged to change themselves as much as possible.</p> <p>A Donning and Doffing poster is available to staff.</p> <p>Returning shielding members of staff are offered to wear PPE.</p>	
Children being frightened by staff wearing PPE.	Medium	Explain to the children that this PPE is necessary and take action to limit the fear of the children.	Low
<b>Any other actions to reduce the risk of transmission</b>			
Children moving around the school	High	Mobile phones/email are used for communication purposes with the school office or between staff members/bubbles.	Low
Children gathering for unnecessary whole school events	High	Headteacher to host a virtual whole school assembly once a week	Low
Children are transported to school without social distancing guidance adhered to	High	All children travel to school with their own family members or bubble members with the exception of any children that qualify for school transport.	Medium
Suppliers or visitors to attend site	High	<p>Office staff to contact all potential visitors to the site to inform them that they can enter the playground but social distancing regulations need to be put in place and their access is limited to the number of other visitors on site at the time.</p> <p>Information board positioned by the school gate giving directions for suppliers and delivery people.</p>	Medium
Staff unaware of processes and procedures	High	Headteacher to contact all members of staff prior to re-opening to share their role in the new school day, share the risk assessment and answers any questions or queries raised by the staff.	High
Governors not aware of the re-opening systems.	High	Headteacher to share the risk assessment with the governors and answer any questions raised.	Medium
Not enough staff at lunchtime	Medium	Increase the frequency of the SMSA's.	Low



Increased transmission rate by pupils and staff not wearing appropriate PPE	High	All parents (on behalf of their child) and staff given the option on whether to wear PPE or not (Danish model) when at close quarters.	Medium
Children and staff passing each other in the corridor.	Medium	One-way system implemented in the school. Enter through the main door and exit via the lobby.	Low
Insufficient signage	Medium	Signage up and clear	Low
Virus is transmitted by sneezing or talking	High	Adult to stand behind child, not to get down to their level and use the stand side by side strategy. Children to be reminded to use tissues provided to catch coughs and sneezes and designated bin for disposal. Children are reminded to catch sneezes with hand or elbow and then to immediately wash hands.	Low
Virus living on shiny surfaces for much longer periods of time	High	Clean shiny surfaces regularly with fairy liquid/dettol and warm water	Medium
Cross contamination from cleaner	High	Cleaner doesn't start work before 4pm (when site is clear of other people)	Low
Cleaning is not undertaken thoroughly or appropriately		Cleaning staff will have been made aware of the levels of cleaning required in each area and provided with PPE for each area (This is the responsibility of the cleaning company) With a checklist for each classroom/room in the school.	
Parents not monitoring temperature of child	High	Parents encouraged to take their child's temperature before arriving at school and check for the Coronavirus symptoms. A sign to be placed in view of those arriving at school, reminding parents of the symptoms.	Low
If a CYP or staff member is displaying symptoms.	High	Anyone who shows symptoms in school will be asked to move to Gazebo and will be monitored by the Headteacher/office staff until a parent arrives from at least 1m + away. They will be provided with a blanket should the weather be unpleasant.	Medium

		<p>If the isolated person needs to use the bathroom then a designated bathroom must be used and bathroom to be cleaned before further use (Elliot toilet)</p> <p>When the parent/carer arrives to pick up their child, they will need to contact the office by phone and the child will be signed out.</p> <p>A child or member of staff who is feeling unwell with non Covid symptoms will need to be sent home in the usual manner. Ensuring they are kept away from others as much as possible to minimise spread of illness. A bubble/class may need to be closed down until further notice and the robust online learning platform utilized.</p>	
Children don't bring water bottles in everyday from home	High	Each CYP brings in two bottles from home.	Low
Rooms are not ventilated	High	Rooms are ventilated where possible.	Low
Maintenance of school is required	High	All maintenance checks to be completed prior to opening of school to ensure everything is functioning as it should.	Low

No signage around the school	High	All stakeholders clear of procedures	Low	
Pupils safety is compromised by not following non-attendance.	High	Parents have to phone up or email each day if their child isn't attending school inline with the school's attendance policy.	Low	

Behavior policy is not updated	High	Behaviour policy displays new behaviour expectations to keep the children and staff safe.	Low	
Regular access to the school office	High	Access to the school office is limited to JP and GS.where possible.	Low	
The track and trace system is not in place.	High	Trace and track records will be kept up to date and maintained by the school office staff.	Low	
School swimming sessions continue.	High	Swimming sessions are ceased until the end of the Autumn term and then reviewed.	Low	

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