

This risk assessment was created by Archibald Primary School senior leadership team and estates director with support from an external advisor.

Risk Area	Issue	Control Measures
Effective infection protection and control	Individuals who become unwell	<p>All staff briefed on COVID symptoms and school procedures outlined in this Risk Assessment.</p> <p><b>Taken ill in school:</b></p> <ol style="list-style-type: none"> <li>1. Person taken to designated space (consultation room) clear of others</li> <li>2. Check temperature with non-contact thermometer</li> <li>3. If a child, adult supervising should wear appropriate PPE if 1m plus distance cannot be maintained. PPE kit to be kept in consultation room.</li> <li>4. Parent / carer informed to collect immediately. They will be given guidance on next steps</li> <li>5. If well enough, staff leave site for home immediately</li> <li>6. Testing procedure shared and Public Health England guidance followed.</li> <li>7. Welfare call to be made (A. Smith for children, K Leadbitter for staff)– to ensure testing procedure is being followed. Log in CPOMS for child,</li> <li>8. Ensure before person leaves the building that staff know exactly where they have been on site to inform cleaning schedule (see below)</li> </ol> <p><b>Taken ill away from school:</b>                      Senior Administrator will maintain regular contact with staff members during this time.</p>
	Self-isolation	<ul style="list-style-type: none"> <li>• If have symptoms follow current government advice.</li> <li>• Tests are available to all through Govt website</li> </ul>
	Confirmed COVID cases	<p>Follow the government guidance. Currently this states that:</p> <ul style="list-style-type: none"> <li>• If a student or adult tests positive, they must self-isolate for a minimum of 10 days or until their symptoms pass</li> <li>• The rest of the class / group must be sent home (adults and students). They must self-isolate for 14 days, even if they do not have symptoms, to stop unknowingly spreading the virus. Their families do not have to self-isolate, unless they develop symptoms.</li> <li>• Classroom to be closed until deep clean completed - do not enter sign</li> <li>• Class / group environment to be deep cleaned.</li> <li>• If staff are self-isolating and a stable and safe ratio of staff is not possible, the school will consult the Trust in order to consider a partial or full closure.</li> <li>• If no DSL / DDSL / First Aider is available on site – contact trust to arrange appropriate support / action</li> </ul>
	Social distancing	<ul style="list-style-type: none"> <li>• We will endeavor to promote the government social distancing measures as per guidance.</li> </ul>
	Handwashing	<ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place</li> <li>• Hand washing stations in each classroom (pump sanitizer, disposable paper towels, lidded bins)</li> <li>• Stringent hand washing taking place (See hand washing guidance)</li> <li>• Staff encouraged to protect the skin by applying emollient cream regularly</li> <li>• Hand sanitizers in any area where washing facilities not readily available</li> <li>• All areas will have lidded bins for disposal of hand towels and tissues</li> </ul>

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Teaching and learning	Class sizes	<ul style="list-style-type: none"> <li>Year group bubble size to follow government guidance.</li> <li>Obtain evidence of children who will attend as a key worker who will need to stay in school until 3pm.</li> <li>Staff breaks staggered to minimise contact with other staff.</li> </ul>
	Classroom resources	<ul style="list-style-type: none"> <li>Teachers should make sure they sanitise their hands and surfaces, before and after handling pupils' books and any equipment.</li> <li>The number of resources available for child-initiated learning has been considered</li> <li>Resources for activities such as painting, sticking, cutting, should be washed before and after use and where possible, children should be discouraged from sharing these.</li> <li>A punched packet will be provided for each child, after choosing pencil, scissors etc. they place it in their punched packets and it will be theirs exclusively.</li> <li>Children will be required to wash/clean their hands frequently,</li> <li>Large toys (eg wheeled bikes, trikes, and other large, movable toys) can be used.</li> <li>Small world play, indoor and outdoor construction activities can be used</li> <li>The toys will be cleaned using antibacterial agents after use (preferably once a week unless suspected COVID-19 case)</li> <li>Children should be encouraged where possible not to touch their faces or to put objects in their mouths.</li> </ul>
	Classrooms and learning environment	<ul style="list-style-type: none"> <li>Children are taught about the new school rules and routines as a matter of induction for returning to school</li> <li>Classrooms are tidied and decluttered</li> <li>Windows and doors open where possible</li> <li>Rearrange classrooms to facilitate as much space as possible between seats (1m+ if possible and appropriate)</li> <li>Children to sit front facing/sideways on if appropriate</li> <li>Any joint equipment to be cleaned after use and desks to wiped down regularly</li> <li>Children are allocated individual stationery</li> <li>All children to bring in their own water bottle</li> <li>All children are not expected to socially distance, but remain in their bubble</li> <li>Clear route plans in place.</li> <li>Outside provision as much as possible (according to timetable) as this can limit transition and aid social distancing</li> <li>Children must wash hands after using equipment (particularly outdoor equipment).</li> <li>Computing room/ICT suite/Library/science room not to be used. Science lessons and DIRT cover to take place in pupils' classrooms.</li> <li>PE outside whenever possible</li> <li>Music lessons in the hall (see timetables)</li> <li>Ipads to be allocated to individual children (named) rotated on a weekly basis between classes, Ensure appropriate cleaning at end of each week.</li> </ul>
	Lesson planning & delivery	<ul style="list-style-type: none"> <li>Teaching style is appropriate to current guidelines</li> <li>Consider the number of resources children will be required to use...</li> <li>Teachers need to make best use of interactive whiteboards but ensure only they touch the screen wherever possible.</li> <li>Teachers should continue to plan to deliver the curriculum, which may be delivered at a faster pace and include recovery curriculum</li> <li>Home Learning to be prepared, and on website to start immediately if a child/bubble isolating and/or bubble/school in lockdown.</li> <li>Increased focus on pupils wellbeing in response to Covid-19</li> </ul>
School	Timetables	<ul style="list-style-type: none"> <li>Daily class assemblies will take place during this time</li> </ul>

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organisation		<ul style="list-style-type: none"> <li>After school clubs will not take place during this time. Classroom Bagel Bar will operate from 7.9.20</li> <li>Before school provision for children of key workers</li> </ul>
	Drop off / collection	<ul style="list-style-type: none"> <li>Staggering of drop off/collection times</li> <li>Use of separate entrance/exits as far as possible.</li> </ul>
	Parental/carer access protocols	<ul style="list-style-type: none"> <li>Parents / carers should not access the school building without prior arrangement – procedures will be shared</li> <li>Parents / carers are requested not to congregate on school premises – and to maintain social distancing requirements with staff, other children and parents</li> <li>Any appointments where adults must meet, must be conducted following social distancing requirements.</li> <li>Parent/carer information to be distributed prior to school opening on first day</li> <li>Other social events, such as Christmas Performances, Parents Evenings, Pantomime, Parent workshops will not take place</li> <li>Paid lunches restarted – envelopes provided for children to bring in money.</li> <li>Book bags can be purchased form office – send in money in envelope. Book bags delivered to class.</li> </ul>
	Shielded and clinically vulnerable children	<ul style="list-style-type: none"> <li>Extremely Clinically Vulnerable children to attend unless informed otherwise by PHE.</li> <li>If advised not to attend - appropriate curriculum – home learning activities.</li> </ul>
	Shielded and clinically vulnerable parents/carers	<ul style="list-style-type: none"> <li>If a child or member of staff lives with someone extremely clinically vulnerable, - follow government guidance.</li> </ul>
	Individual children's needs	<p>Follow Recovery curriculum:</p> <ul style="list-style-type: none"> <li>Review additional support for vulnerable children</li> <li>Ensure a clear approach to support children's emotional development and wellbeing upon return allowing for time in the curriculum</li> <li>Consider transition (transition days 3.9.20 and 4.9.20)</li> <li>Update list of children who have not engaged in home learning activities as/if required</li> </ul>
	Behaviour policy	<ul style="list-style-type: none"> <li>Appendix to behaviour policy</li> <li>Write to parents/carers to explain policy</li> </ul>
Attendance	<ul style="list-style-type: none"> <li>For children not attending, follow normal attendance procedures.</li> </ul>	
Staffing	Shielded and clinically vulnerable adults	<ul style="list-style-type: none"> <li>'Extremely Clinically Vulnerable' staff are expected to be in school maintain social distancing. School will apply the full measures from the guidance to mitigate risks to all staff.</li> <li>Staff in most at risk categories (Extremely Clinically Vulnerable) should take particular care while community transition rates continue to fall.</li> <li>Risk assessments for individuals as appropriate.</li> </ul>
	BAME staff	<ul style="list-style-type: none"> <li>BAME staff are reported to have increased vulnerability to COVID-19</li> <li>Conversations will be held with all BAME staff prior to return to school ensure that any concerns are fully considered</li> <li>Where there are concerns BAME staff will be given priority to work from home</li> <li>Risk assessments to be completed for BAME staff returning to school.</li> </ul>
	Shortage of staff	<ul style="list-style-type: none"> <li>Shortage of staff in a specific area e.g. teaching staff may restrict ability to operate according to plans.</li> </ul>

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	Workload and wellbeing of staff	<ul style="list-style-type: none"> <li>• Workload of staff to be managed by senior leaders, particularly the balance of staff teaching time and managing home learning.</li> <li>• Management to promote mental health and wellbeing awareness to staff during the outbreak and offer whatever support they can to help.</li> <li>• Reference - <ul style="list-style-type: none"> <li>○ <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a></li> <li>○ <a href="http://www.hse.gov.uk/stress">www.hse.gov.uk/stress</a></li> </ul> </li> </ul>
Site	Use of toilets	<ul style="list-style-type: none"> <li>• Designated toilets for each bubble</li> <li>• Toilets deep cleaned each day</li> <li>• Toilets regularly checked by cleaner throughout the day</li> <li>• 'Outside' toilets not to be used</li> <li>• Dining Room toilet not to be used</li> </ul>
	Health & Safety	<ul style="list-style-type: none"> <li>• Ensure all required health &amp; safety checks have been completed prior to September reopening.</li> <li>• Ensure current fire plan and lockdown plans are still appropriate under new method of operation.</li> </ul>
	Increase ventilation	<ul style="list-style-type: none"> <li>• When safe and practical to do so, windows will remain open and doors can be propped open or ajar</li> </ul>
	Transport arrangements	<ul style="list-style-type: none"> <li>• Communicate to families to avoid public transport and consider walking and cycling to school.</li> </ul>
	External contractors and visitors	<ul style="list-style-type: none"> <li>• Plan arrangements with suppliers and check they are following appropriate social distancing and hygiene measures (for example, food suppliers, grounds maintenance, transport providers), including when in school</li> <li>• Contractors should provide their Covid 19 control risk assessment for review before being allowed to carry out works on school premises.</li> <li>• Reception is already protected by a glass screen. Mark the floor to show social distancing positions</li> <li>• Sign in via computer screen outside reception</li> </ul>
	Visiting Educational Staff/volunteers	<p>Visitors to school can be admitted provided:</p> <ul style="list-style-type: none"> <li>• Entry only if the visit is essential for the education, health or wellbeing of the child/ren</li> <li>• The visitor is not showing any symptoms that would require 'self-isolation' under the current government guidance –</li> <li>• Signing in sheet to include information relating to pupils that the adult will come into contact with (eg which pupil/s of group of pupils)</li> <li>• The visitor follows the hand washing / sanitisation requirements. Hand sanitizer on entry to building</li> <li>• Work only in designated places – not wander around the school.</li> <li>• Risk assessment on a case by case basis.</li> </ul>
Cleaning		<ul style="list-style-type: none"> <li>• Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, bannisters, reception area using appropriate cleaning products and methods.</li> <li>• Deep cleaning all classroom prior to school opening and then daily according to cleaning schedule</li> <li>• Regular cleaning of computer, telephones and other hard surface equipment</li> </ul>
PPE		<ul style="list-style-type: none"> <li>• Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided.</li> <li>• Staff will be instructed on how to remove gloves and aprons carefully to reduce contamination and how to dispose of them safely.</li> </ul>

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First Aid		<ul style="list-style-type: none"> <li>The school has an adequate number of first aiders and paediatric first aiders within school to provide any first treatment for staff and pupils</li> </ul>
Catering	Children attending school	<ul style="list-style-type: none"> <li>Mealtimes to be staggered, x2 year group bubbles in the dining room at any one time.</li> <li>The catering team/ kitchen staff will provide limited menu.</li> <li>Reception children to eat packed/cold lunches in the classroom.</li> <li>All children will be required to bring their own water bottles and take them home each day (water bottles not required in dining room)</li> </ul>
		<ul style="list-style-type: none"> <li></li> </ul>
Financial	Additional costs	<ul style="list-style-type: none"> <li>Maintain a record of all additional costs incurred due to coronavirus</li> </ul>
		<ul style="list-style-type: none"> <li>Risk assessment reviewed weekly Thursday 1.15pm</li> </ul>

