



RISK ASSESSMENT FOR THE FULL OPENING OF SCHOOLS FROM SEPTEMBER 2020

Name of School	Date of assessment	Review date	
Elworth CE Primary School	01.03.21	Review 22/04/2021	
Name and Position of Assessor(s):	Neil Garratt	Assessor(s) Signature:	
Headteacher's Name:	Neil Garratt	Headteacher's signature:	
Chair of Governor's Name:	Barrie Pitt	Chair's signature	

The risk areas below can be used as a guide, but schools may want to adapt this for their use.

RISK PRIORITY

HIGH: Accident likely - with possibility of causing serious injury or loss

MEDIUM: Possibility of accident - causing minor injury or loss

LOW: Accident unlikely - with control measures in place

5 steps to Risk Assessment

1. Identify the hazards
2. Decide who may be harmed
3. Identify the control measure already in place
4. Evaluate the remaining risk (High, Medium, Low)
5. Identify any further action needed to reduce the risk to the lowest *reasonably practicable* level

Hazard identified	People at Risk	Existing Control Measures in place	Risk Priority (High, Medium, Low)	Additional Controls Required to Minimize Risk
A. Responding to Someone with Symptoms				
Risk of someone catching Covid-19 from someone who already has the symptoms in school	Staff and pupils	Staff and children have been advised not to come to school if they have coronavirus symptoms or if they live with someone who has symptoms or who has tested positive.		(Updated letter to inform parents of procedures re: virus to be sent fortnightly)
Risk of someone catching Covid-19 from someone who already has the symptoms in school	Staff and pupils	<ul style="list-style-type: none"> ● Staff and parents to understand and engage with the NHS Test and Trace process ● If a child is showing Covid-related symptoms: <ul style="list-style-type: none"> ○ Parents will be phoned to pick up child immediately ○ Staff member will bring the child down to Covid corridor. Child and staff member to wear PPE (face mask) if social distancing of 2 metres is not possible. 		<p>Covid Response Plan to be put in place (see separate response plan)</p> <p>Letter 1 - sent to parents to explain that someone has gone home with symptoms to be tested</p> <p>Letter 2 - sent to parents that a child/staff member with symptoms has tested positive</p>

		<p>Staff member needs to wash hands thoroughly for 20 seconds afterwards. Covid corridor area needs to be cleaned thoroughly afterwards</p> <ul style="list-style-type: none"> ○ Parents to take child for a test immediately. ○ Parents of children in that bubble will receive a letter that day to explain that a child has gone home with symptoms and has gone for a test but guidance says other children do not need to stay away from school. ○ Staff and pupils in bubble do not need to self-isolate unless they develop symptoms themselves or the test comes back positive. ○ Parents must inform school immediately with the results of the test ○ If the child tests positive, they should self-isolate for at least 10 days and their household needs to self-isolate for 14 days. ○ Parents of the other children in the bubble will be contacted if the child's test is positive <ul style="list-style-type: none"> ● If a child tests positive, school will contact the local health protection team who will advise on who is to go home. The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the periods that they were infectious, and ensure they are asked to self-isolate. <p>Close/direct contact is considered to be:</p>		<p>Letter 3 - sent to staff member to self-isolate after someone has been tested positive</p>
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		<ul style="list-style-type: none"> ● being coughed on, or ● having a face-to-face conversation within 1 metre, or ● having unprotected skin-to-skin physical contact, or ● travel in a small vehicle with the case, or ● any contact within 1 metre for 1 minute or longer without face-to-face contact ● extended close contact (between 1 and 2 metres for more than 15 minutes) with a case 		
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B. Hygiene and Handwashing

Risk of spreading virus due to inadequate/ poor hygiene resulting in indirect transmission of the virus	Staff and pupils	<ul style="list-style-type: none"> ● Children to be regularly reminded in school to follow hygiene rules ● Parents to also be informed of hygiene rules to brief their children at home. ● Children to enter the classroom from their entry point and sanitise at a sanitising station. ● Hand washing poster to be in prominent places as a reminder of washing hands/sanitising frequently ● Sanitising hands to be done on entering in the morning and as and when necessary. Children must be supervised during this time due to risks around indigestion. ● Washing of hands to be done <ul style="list-style-type: none"> ○ Before snack 		
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		<ul style="list-style-type: none"> ○ after playtime as they enter the building, ○ before lunch ○ after lunch ● Ensure thorough drying of hands with paper towels to help to prevent chapped hands. ● Hand sanitiser, spray, cloths and tissues available in each classroom (cleaning of tables before and after lunchtime by staff only). All sprays/sanitiser are to be stored safely away from small children in closed cupboards (EYFS/Y1 especially). ● Encourage children not to touch their mouth, eyes and nose ● Ensure hands are washed after sneezing/ coughing - use of tissue 'catch it, bin it, kill it' 		
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C. Cleaning

Risk of stakeholders contracting the virus from unclean environment	Staff and pupils	<ul style="list-style-type: none"> ● There has been an enhanced cleaning schedule in line with government guidance put in place. (See Cleaning section of School Handbook) 	L	
Risk of virus spread through unclean teaching environments	Staff and pupils	<ul style="list-style-type: none"> ● The cleaning schedule includes more frequent cleaning of rooms / shared areas that are used by different groups 	L	
Different surfaces have differing risk of contamination	Staff and pupils	<ul style="list-style-type: none"> ● The cleaning schedule includes frequently touched surfaces being cleaned more often than normal 	L	

Risk of virus spread through outdoor play equipment	Staff and pupils	<ul style="list-style-type: none"> The cleaning schedule includes more frequent cleaning of outdoor playground equipment. 	L	
Risk of virus spread through frequently used equipment	Staff and pupils	<ul style="list-style-type: none"> For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own items that are not shared. Each child is provided with a pencil case full of necessary equipment. 	L	
Risk of virus spread through equipment being brought into school each day	Staff and pupils	<ul style="list-style-type: none"> Pupils have been advised to limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, water bottles, coats and reading books. Small bags are allowed. 	L	
Risk of virus being spread through shared resources being taken home by both pupils and teachers.	Staff and pupils	<ul style="list-style-type: none"> Where pupils and teachers take books and other shared resources home, similar rules on hand cleaning, cleaning of the resources and rotation apply to these resources. Returned reading books to be kept in the classroom in a box for two days and then returned to the library. Teachers to mark in school as much as possible. Hands to be cleaned at all times before and after handling books/resources that have been taken home. Where possible, books to be wiped. 	L	
Risk of virus transmission through waste disposal		<ul style="list-style-type: none"> The school has arrangements to dispose of waste in line with government guidance, in particular in relation to a possible case 	L	
Risk of stakeholders contracting the virus from	Staff and visitors	<p>Staff toilets</p> <p>Staff and visitors to ensure that all touchable surfaces are wiped with an anti-bacterial wipe</p>		anti-bac wipes replaced regularly in staff toilets

unclean environment - staff toilets		after each use and disposed of in bin outside the door		
Risk of contamination on hard surfaces and other resources resulting in indirect transmission of the virus		<ul style="list-style-type: none"> • For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Children to be provided with one pencil case with equipment which is to be kept in school and not taken home and to be used by that child only. • Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. • Resources that are shared between classes or bubbles, such as sports, IT, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. 		Invest in a fogging machine and training. Once a week fogging during Covid19 pandemic.

D. Social Distancing

Risks associated with children mixing between 'bubbles' and cross contamination	Staff and pupils	<ul style="list-style-type: none"> • To reduce the risk of transmission, the school has agreed consistent groups or 'bubbles' of children and young people that do not mix <ul style="list-style-type: none"> - Bubbles consist of year group phases (Reception, Y1&2/ Y3&4/ Y5&6) - These groups do not mix - These groups have separate playtimes & lunchtimes, they share the same staff, and where possible they use the same rooms. 	L	
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Risks associated with children mixing between 'bubbles' and cross contamination	Staff and pupils	<ul style="list-style-type: none"> ● Plans are in place within the school to keep phases apart. <ul style="list-style-type: none"> ○ Children do not move around the school at the same time ○ Children use different toilets ○ Children have staggered playtimes and lunchtimes ○ Children use different play spaces ○ Play equipment is based in each class and is cleaned down each day. 	L	Details of timings are in School Covid Handbook
Risks associated with children mixing between 'bubbles' and cross contamination	Staff and pupils	<ul style="list-style-type: none"> ● Where there may be mixing into wider groups - at wrap-around care there is a clear set of rules and procedures to limit this happening (see Wrap Around care handbook) ● Peripatetic music lessons ● Visiting health care nurses - separate RA from Health team ● PE specialists 	L	Details are explained in School Covid Handbook
Risks of contracting virus through poor organisation of classrooms	Staff and pupils	<ul style="list-style-type: none"> ● The school has made any small adaptations needed to the classroom to support distancing, where possible, including seating pupils side by side and facing forwards, rather than face to face or side on. 	L	
Risks of staff contracting virus	Staff	<ul style="list-style-type: none"> ● Those staff who need to move between classes and year groups are aware of the need to try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. ● Key members of staff i.e. SLT/admin who speak to members of staff across different bubbles, to wear masks in situations where social distancing cannot be adhered to. 	L	

		<ul style="list-style-type: none"> • Staff to have their lunch break in their bubbles where possible and ensure they are fully socially distancing from staff from other bubbles 		
Risks of staff contracting virus		<ul style="list-style-type: none"> • Staff have been informed of the measures needed to socially distance within the classroom. <ul style="list-style-type: none"> ○ EYFS staff & KS1 team approach ○ KS2 approach 	L	
Risks associated with staff with associated health problems		<ul style="list-style-type: none"> • The school has explained the measures it is putting in place to reduce risks for those staff with significant risk factors and has accommodated additional measures, where appropriate. 	L	
Risks associated with staff with associated health problems		<ul style="list-style-type: none"> • The school has considered any measures that are needed to ensure that staff who have been shielding can return to work, ie, to maintain social distancing or working remotely if this is possible in their role. 	L	See separate RA, where necessary
Emotional distress of the staff – including anxiety		<ul style="list-style-type: none"> • The school has mechanisms in place to support staff wellbeing, particularly those who are anxious about returning to school. 		
Risk of spreading virus due to airborne respiratory contamination resulting in indirect transmission of the virus		<ul style="list-style-type: none"> • Ensure all rooms are well-ventilated - windows open and internal doors propped open. No fans to be used • IT suite to ensure the roof windows are fully open and internal doors are propped open • no group singing or group playing of wind instruments in the classroom - Wider Opps have a separate RA 		
Risk associated with staff not		Staff rooms		

being socially distanced in staff rooms		Break time - EYFS and KS1 to access drinking facilities in the small hall at morning play KS2 to access the main staff room Lunchtime - staff to use classrooms, IT suite and main staff room and sit in their bubbles, where possible or socially distance if mixed bubbles		
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E. Personal Protective Equipment (PPE)

Risk of direct transmission of the virus with pupils who are showing Covid symptoms	Staff	<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained <p>School has a guidance sheet on the use and storage of PPE for times when it is needed.</p> <ul style="list-style-type: none"> Key members of staff i.e. SLT/admin who speak to members of staff across different bubbles, to wear masks in situations where social distancing cannot be adhered to. 	L	
Risk of spreading virus due to close contact with children – 1:1 intimate care resulting in direct	Staff	<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used 	L	

transmission of the virus		School has a guidance sheet on the use and storage of PPE for times when it is needed.		
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F. Managing Symptoms, Testing and Responding to a Local Outbreak

Risk of direct transmission of the virus with pupils who are showing Covid symptoms	Staff, pupils and their families	All staff members and parent/carers understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. All staff and parents are aware of the need to book a test if they are displaying Covid symptoms.		Letter with links to guidance sent to all parents and staff
Risk of direct transmission of the virus with pupils who are showing Covid symptoms	Staff and pupils	A list of staff, pupils and their classes is kept daily. Any pupils who work with other teachers e.g. specialist music teacher is also noted. This information is needed to provide details if someone tests positive for coronavirus or if asked by NHS Test and Trace.		
Risk of direct transmission of the virus with pupils who are showing Covid symptoms	Staff, pupils and their families	Procedures are in place to ensure swift action when school becomes aware that someone has tested positive for Covid-19 (see above).		Separate Covid Response Plan is in place with template letters and scripts

G. Risk Assessment

Risk of transmission of Covid-19 through peripatetic music lessons	Pupils and KB	<ul style="list-style-type: none"> Meeting between DHT and KB to discuss actions for the RA. School sanitation procedures will be followed on entry and exit to the school building by KB. The door and windows will be kept open to the music room during lesson time. 	L	
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| | | <ul style="list-style-type: none">• The piano, piano stool and music stands will be wiped down at the start of each session and in between lessons.• 5 mins will be left between lessons to allow for cleaning.• KB to position himself behind the pupils and the instruments• Parents advised to ensure the instrument is taken to school in good working order.• We will be making use of the far end of the music room where all the windows are to allow for increased ventilation.• Sessions will be divided into year bubbles. e.g. any year 3 or 4 may be scheduled for a Tuesday.• There will be no music groups made up of children from different bubbles.• Children will need to sanitize on arrival and on leaving their lessons.• Children will need to ensure that they always have their own music books and an instrument in good working order to avoid sharing. Sanitizing will take place before any help is given with instrumental problems.• Children will need to complete their own practice log at the end of lessons. Pencils will be available for this and sanitized after each use.• For wind instruments only they will need to empty their water keys into a paper towel and be disposed of in the bin by the children themselves. There is a bin in the music room.• The school will have up to date copies of the timetable and as normal I will be keeping a | | |
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		<p>register of attendance for track and trace purposes.</p> <ul style="list-style-type: none"> • For the present there will be no more than two children in a group. 		
Risks associated with playing musical instruments in an ensemble		<p>Playing of wind and brass instruments is carefully organised as follows:</p> <ul style="list-style-type: none"> ○ in small groups of no more than 15 pupils (bubbles maintained); ○ with social distancing in place; ○ outside wherever possible; ○ in well ventilated areas, with the pupils standing/sitting back to back or side to side; ○ pupils do not share instruments and only use their allocated instrument. <p>Wind and brass playing does not take place in larger groups such as school choirs and ensembles, or school assemblies.</p> <p>Love Music Trust have written a separate risk assessment</p>		see separate risk assessment
Risks associated with visitors to the school		<ul style="list-style-type: none"> • Contact with the office or staff will be done via the telephone or office email. Parents are discouraged from coming into school to speak to staff. • Parent meetings with staff should be done via telephone or online, where possible. Where parents are coming into school to meet with teachers, meetings are to be held after school, where possible, and pre-booked. 		See separate Visitor's plan

		<p>Parents must come in through the front entrance, sign in, hand sanitise and wear a face mask/visor.</p> <ul style="list-style-type: none">● Facemasks are to be worn by all visitors.● Where school deems the visitor to be acting in a support role i.e. supply teachers, and/or other temporary staff or volunteers, can be treated as school staff i.e. do not need to use masks, minimise contact and maintain as much distance as possible (preferably 2m) from other adults and be aware of the hand-washing and social distancing arrangements to be followed in school. If coming from another school, or moving between locations, they will need to adhere to the 'Visitors' instructions above.● Where visitors such as contractors are required for inspections and maintenance, these visits are organised to take place outside the normal school day wherever possible, be pre-booked and follow the relevant visitor instructions.● Governors are able to visit school if they cannot fulfil their duties online.● If children have forgotten items, they are to be put in a named bag and left in the blue bin in the outside area at the front of school. If a child continually forgets items, this will be discussed with the parent.		
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OFFICIAL

FOLLOW UP ACTIONS (IF REQUIRED)

No.	Potential Hazard	Action to be Taken	By Whom	Target Completion Date	Date Action Completed