

South Avenue Health and Safety Risk Assessment

FULL RE-OPENING Risk Assessment – All year groups – September 2020

Location/ Site	
South Avenue Primary School	
Activity/ Procedure	Insert name/ type of activity or procedure being assessed
Full re-opening September 2020	
Assessment date	Insert date when assessment is being carried out
August 2020	
Assessment assessor	Enter name(s) of person(s) completing assessment
Tracy Cadwallader	

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	Yes

Colour the hazard so it matches the risk – Red = high risk, yellow = medium risk, green = low risk

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Risk	Record the hazard that could cause harm or injury – add appropriate detail about the types and location of hazards
Lack of social distancing in the classroom resulting in direct transmission of the virus	
Control Measures Colour to match risk once measures are in place	List your control measures required to reduce risk – add appropriate detail about the type and locations of controls
<ol style="list-style-type: none"> 1. Within class bubbles, children do not need to social distance (This is especially for EYFS and Year 1), however, we will be encouraging it as much as possible throughout the school 2. Remove excess furniture to increase space 3. Soft furnishings must be washed weekly – this needs to be machined washed where possible or sprayed with a disinfectant spray. 4. Adult must have a 1m- 2m space at the front to teach from 5. Year 2 – Year 6 to have furniture front facing. Children to sit side by side and not facing each other. EYFS/ Yr1 – tables to be spread out as much as possible, grouped so that from one side to the other there is at least 1m. 6. Create and revisit school/ class rules around keeping each other safe (Include instructions how to line up (1 metre away), use of toilet, moving around the classroom and school, washing hands, adult interaction) Re-visited and modelled many times a day and linked to school behaviour system – lots of recognition of adherence to policy 7. From Year 2 – Year 6 Lessons planned for individual work or paired work (not group work in first instance) 8. Where possible staff to be at front or side or back of room 9. For closer interaction with the children when marking work or completing and intervention, screens will be provided or ensure this is carried out side by side 10. Conversation in the classroom from adult height, where appropriate 11. Set seating plan so children have their desk which is the same every day 12. Coats in lockers – children sent in small groups to hang up and collect coats – supervised when not in the classroom 13. Lunch boxes to be kept either in class under the desk where the child sits OR in locker. These need to be collected and put into locker in small groups 14. Children stay in their class for the majority of the time 15. Playtimes – these will be in designated areas and on a rota system. These areas will be shared around the school and the field. 16. When moving around in class and around the school – children move in small groups and managed by teacher to carpet and to tables, etc. 17. Sitting on the carpet (If possible) needs to be as spread out as possible (some could sit at desks) 18. Water bottle on desks or under desk to remove need of children moving around classrooms 19. Ensure good ventilation in each classroom all day (windows and/or doors open) 20. PE outside for the first term and then reviewed re use of hall 21. BUBBLES: Children - Majority of the school day will be in class bubbles and Break time and lunchtime – year group bubbles (60) Staff – majority of the school day will be in class bubbles and PPA – year group bubbles. (exceptions – (HLTAS – reduced entrance into 	

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<p>year groups for PPA and cover if necessary, LS/ SS to enter classrooms when needed to complete interventions)</p> <p>22. If taking children out for interventions – areas need to be cleaned between each group and hand sanitizer used by the new group on entry to the room. NB Ensure 2 metre clear access to all exits</p>	
<u>Risk</u>	Record the hazard that could cause harm or injury – add appropriate detail about the types and location of hazards
Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus	
<u>Control Measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and locations of controls
<ol style="list-style-type: none"> 1. Phase toilets – Boys and girls – cleaned during the day – by Midday meals 2. Adult needs to check toilet is free before the children go (Lesson times) 3. Children instructed – if cubicles are in use – wait outside 4. Extra reminders to washing hands 5. AT lunch and break times, children need to be sent one at a time and wait on spots outside before being allowed in. 6. Extra soap and paper towels ordered to ensure we do not run out 	

<u>Risk</u>	Record the hazard that could cause harm or injury – add appropriate detail about the types and location of hazards
Lack of social distancing waiting to enter classroom in morning/ being collected at the end of the day resulting in direct transmission of the virus	
<u>Control Measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and locations of controls
<ol style="list-style-type: none"> 1. Markers outside the classrooms for the children and parents to wait – 1 metre apart as more than one person 2. Face coverings optional for adults and children when waiting and on site – removal on entry – in lidded bin (one in each class) – if reusable – given to parent to take home – removal decision based on child’s mental health and risk (SLT to be consulted if child wants or needs to wear in school.) 3. Instructions shared re social distancing between families in the morning with parents and children – information shared through emails/ letters 4. Signage for parents and children displayed outside the classroom and on entrances 5. Arrows on floor for adults to follow 6. AHS and AHT along with Nurture staff to be on duty to supervise 7. Staggered drop off and pick up times for different year groups – shared with parents before end of term 6 and resent beginning of term 1. 8. Designated gates for classes to enter. KS2 children will be dropped of by adult at the gate, adult will meet them on the playground/ gate and direct to the classroom. KS1/EYFS will be dropped in sunshine area, following the arrows and lines on the floor and meet by adult. Parents not to cross the line marked on the floor as this will keep staff safe. 	

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| <p>9. At end of the day – KS2 will be brought out buy an adult to their designated gate at the designated time and handed to parents as they arrive at the gate. KS1/EYFS parents will collect from sunshine area following the arrows and lines on the floor.</p> <p>10. Parents to take home any additional items that the children have bought into school.</p> |
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<u>Risk</u>	Record the hazard that could cause harm or injury – add appropriate detail about the types and location of hazards
Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus	
<u>Control Measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and locations of controls
<p>Children are not required to socially distance in EYFS and in KS1, however we will have year group bubbles so that lunchtimes and playtimes can occur)</p> <ol style="list-style-type: none"> 1. Staggered playtimes and allocated play area (KS1 EYFS will use their outside areas for their playtimes. These will be divided up for each year group, KS2 will use the infant and junior playgrounds for their playtimes). The field can be used throughout the day for playtimes – adults will need to check area before taking children out to ensure that it is free. 2. Reduced playtime equipment – hard surfaces and can be easily cleaned (BUCKET OF TOYS PER YEAR GROUP) 3. Outside play equipment Castle and frames – will be out of bounds for the time being, this will be reviewed regularly 4. Games which encourage social distancing can be played 5. NO football, basket-ball, hockey or any games that involves the children tackling each other 6. Staff supervision throughout – year group staff not to mix and ensure more than 2 metre distancing between each other. 	

<u>Risk</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Lack of social distancing when eating lunch resulting in direct transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Children to eat in year groups – KS1 in infant hall, KS2 in Junior hall 2. Tables to be set out so that children do not face each other, adult supervision when lining up to ensure 1/2 m rule is applied. 3. Some packed lunches may have to be eaten in classrooms due to space. 4. Those children with packed lunches will need to collect lunches from classroom/ lockers in small groups 5. Lunchtime to be staggered allowing 20 mins for eating and 20mins for playtime so that all children are finished by 1:15pm 6. Children are not to leave the hall as soon as they have had their lunch. They need to wait for the class/ year group to be finished and leave at their time so that there is space on the playground for them to go to. 	

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7. Children must enter the hall as a class/ year group and only at their allocated time.
8. Both halls will have at least 1 midday meal supervisor plus the TA for the year group.
9. TAs to have their break either before or after the class's lunchtime – this needs to be discussed/ arranged with the class teacher.
10. If children need to go to the toilet – KS1 adults will need to take children to the toilet to ensure that they are free. KS2 – children need to be sent to the first aid door, there will be an adult on the door who will monitor how many children are in there.

<u>Risk</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Lack of social distancing in the corridors resulting in direct transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Children staying in their classroom and accessing outside from classroom door 2. One boy and one girl going to toilet at one time 3. Messages to office to be brought by an adult only 4. Agree instructions with children concerning going and returning to toilet 5. When moving class around the school – 1 metre between children – one adult at back insisting the distance is maintained – regular practice this in the first few days – Staff keeping at least one metre away from children 6. Library is not to be used by the children during term 1. Adults need to collect a selection of books from here for children to choose. Books on return from home need to be quarantined for 48 hours before being returned to the library 7. Children to be escorted to hall for lunchtime and supervised to toilet to ensure a gathering of children does not occur. 	

<u>Risk</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Contact of shared resources resulting in indirect transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Children have own stationary supplied for them to use in class and kept in trays/ packs from year 1 – 6 (year r will share equipment but equipment will be washed regularly) 2. Tubs of resources for pairs if needed – maths cubes etc 3. Tables, door handles and other surfaces cleaned with Milton every night and throughout the day by our midday meals. 	

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4. Lessons planned so resources are paired and not group
5. Children allocated a white board and pen not shared centrally
6. Resources on tables ready for lesson, try to avoid handing things out during the lesson – if needed only one adult to do this.
7. Children encouraged to wash hands / use hand gel before lessons and after each lesson
8. Outdoor playground equipment allocated to class and not shared outside of year group.
9. Out door equipment to be sprayed and wiped down after use.
10. Resources left on front tables for cleaning – if shared within the day
11. All surfaces left clear at end of the day for cleaning
12. Classroom equipment to be wiped down with Milton regularly.
13. Children reminded daily and throughout the day about not sharing resources.
14. Nothing to be brought in from home, other than reading book and reading record in the plastic wallet supplied by school, water bottle and lunch box where needed.
15. Adults to not share equipment – adults must use own pens etc to avoid transfer

<u>Risk</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Emotional distress of the children	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Identified classes to have a member of previous years staff going up with the children into new year group 2. Identified 10 session Recovery Curriculum PSHE/ Mental health support to be delivered during the first 10 days of school. 3. Children identified and referred to Nurture Lead as needing additional support as soon as possible 4. Individual risk assessments for children with special educational and behavioural needs 5. Recovery Curriculum to be taught for the first four weeks to slowly identify children’s needs and get them into the school routine before completing full curriculum. 	

<u>Risk</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Seek expert guidance from special schools re support for children with behaviour difficulties – that might need restraint and display spitting, biting etc. Leading to individual risk assessments 2. Masks purchased if needed – instructions form PHE re cleaning – so issued to individuals 	

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	<ol style="list-style-type: none"> 3. Extra disposable aprons ordered 4. Extra gloves and soap available 5. Visors also available if needed 6. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk 7. Personal care – PPE (mask, face shield, gloves and apron) 8. Administering first aid to be carried out side to side, using verbal instructions if possible. Gloves to be worn at all times and consider face shield and mask 9. If child has temperature or new and continuous cough – child taken to identified location (staff to keep 2 metre distance when escorting them or wear PPE) Staff to put on PPE and take temperature. If child has temperature or new cough then inform office and parents will be contacted. Staff in PPE to stay with child until parent arrives. Siblings also sent home. Parent told to get test and keep children off school until test has been returned. Member of SLT to make decision re children returning to school. Member of staff who was with child – removes PPE in disabled toilet by office and place in yellow bins, wash hands and use hand gel. (Staff can return to work after this situation) Depending on outcome will depend on next steps taken. KCC and PHE will be called and things discussed as required.
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<u>Risk</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Hand gel dispenser inside of all classrooms 2. New hand sanitizers order to go outside entrances to school so they can be used at and during breaktimes as well as start and finish of the day. 3. Hand gel order in large quantities 4. Extra soap dispensers and soap ordered 5. Children handwash or 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 6. Washing hands posters in all washing areas 7. Reminders how to wash hands properly – videos and posters, throughout the day by adults 8. Procedure agreed for children to wash hands so thorough hand washing – could be soap walk to back of line, rubbing hands and then rinse off when back to the front of the line. 9. Bins with lids in each classroom to be used for all waste – tissues etc. 10. Hands to be washed if children have fingers in mouth or cough or sneeze into them. 	

<u>Risk</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Risk of infection due to lack of cleaning resulting in indirect transmission of the virus	

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<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. All surfaces, handles, toilets and shared equipment will be cleaned each day using Milton 2. All touch points will be wiped using a Milton spray throughout the day by an adult. 3. Aprons will be worn by all cleaning staff – all other PPE is available if they wish to wear it. 4. Reading books given and collected out by adults. Children to handle book if reading it to an adult, book bags/ wallets to be wiped down by adult before opening it. Books that are returned need to go into quarantine before being returned to the library by an adult. 5. Soft furnishings and soft / cloth toys can be used in a class bubble but must be able to be washed weekly or if an outbreak occurs in that class. 6. Shared resources left on front desks for cleaning at end of the day 7. Toilets cleaned throughout the day 8. Anti-bac spray in each classroom to be used before and after lunch 9. Displays to be designed to engage children but not encourage touching 10. Cleaning materials monitored daily and ordered as needed. 	

<u>Risk</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
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Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus

<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
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1. **Those who are clinically extremely vulnerable (as stated in the Government guidance) or living with those that are clinically extremely vulnerable to complete personal risk assessment – based on staff risk assessment. These staff to keep strict social distancing from other adults and children.**
2. Agree if staff are allowed to wear PPE when in school if they wish
3. Issuing of all relevant risk assessments to staff concerning re-turning to work – and allow them to comment and contribute
4. We will follow the guidance from NHS
5. Support for all staff in regards to any Covid-19 impact will be offered to ensure staff can feel safe and confident to return to work.
6. Staff will be informed of those who are at high risk – if agreed by staff
7. 1 designated toilet to be used by staff who were shielding if they wish (disabled toilet junior side)
8. Regular fresh air breaks for all students and staff where needed
9. Praise and encouragement and high levels of compassion displayed at all times by everyone

<u>Risk</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
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Risk of illness of vulnerable children and family members through direct and indirect transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<p style="color: red;">Children who are extremely clinically vulnerable or are living with anyone who is extremely clinically vulnerable if they have concerns to have discussion with Head of School and individual risk assessment completed if necessary.</p> <p>Guidance from NHS and Government will be used to support any risk assessment and changes needed to support these families.</p>	

<u>Risk</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Risk of infection through items being brought into school	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Children to only bring into school – reading book, reading record book and reading wallet – supplied by the school, water bottle clearly named and filled daily, lunchbox – if required and a coat on cold/ rainy days. All but the coat will be wiped before an adult touches them and when returned to the children. Lunch boxes to be kept under desk in KS1 and in own locker for KS2. Reading packs to be kept in child’s tray. Do not use lunch trollies at present. 2. Children to put items in lockers/ pegs in small groups not as a whole class or as they come into school. This needs to be staggered to avoid too many children in one small area. 3. No additional items to be brought into school – pencil cases are not required as school will supply the children with what they need, bags are not needed as children will only have their reading pack to bring in. 4. No PE bag is need to be brought in as children will come to school in their PE kits for the day they are doing PE. Sensible shoes to be worn. 5. If children complete work in school that they want to take home then as long as only the child has touched it can go home if the parents are willing to take it. It cannot return to school. 6. Letters where possible will be sent home via email and posted on the website, if not possible they will be placed in reading pack by an adult and not passed around the classroom. 7. Uniform does not need to be washed daily, but regularly. 	

<u>Risk</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Risk of Staff or pupils become symptomatic whilst in school	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

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1. If child has temperature or new and continuous cough – child taken to identified location (staff to keep 2 metre distance when escorting them or wear PPE) Staff to put on PPE and take temperature. If child has temperature or new cough then inform office and parents will be contacted. Staff in PPE to stay with child until parent arrives. Siblings also sent home. Parent told to get test and keep children off school until test has been returned. Member of SLT to make decision re children returning to school. Member of staff who was with child – removes PPE in disabled toilet by office and place in yellow bins, wash hands and use hand gel. (Staff can return to work after this situation)
2. Isolation areas – Head of School office and Meeting room - is deep cleaned if used – follow protocol written and read in conjunction with first aid protocols
3. Depending on outcome will depend on next steps taken. KCC and PHE will be called and things discussed as required.

<u>Risk</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Risk of infection due to adults/ children gathering in main school office	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Adults are not to gather in school office area. 2. Email/ letter sent explaining that parents will need to phone or email the school office if they require some information. They cannot just turn up. They will be given a time on when to come to the office to collect what they need. 3. If parents need to collect a child early they need to phone ahead so that the child can be collected and brought to the office. 4. Parents wanting to talk to a member of the SLT/teacher/ member of staff will have to make an appointment. Appointments should take place in a well ventilated area with doors and windows open, masks to be worn if required by either party. 	

<u>Risk</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Risk of infection due to large gatherings whilst in school	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. There will be no large gatherings in school during term 1. 2. Biggest gathering size will be one year group. 3. Assemblies will be held via TEAMS or Zoom. 4. Any meetings with parents will be either via TEAMS or Zoom or will coordinated so that they can be held outside or in small groups (max of 15) in the infant hall. Masks should be worn by parents. 	

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<u>Risk</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Pupil or staff have been in contact with a symptomatic person	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Staff members or children do not need to isolate if they have been in contact with someone displaying new symptoms such as a cough. 2. Follow good hand and respiratory hygiene at all times. 3. Immediately clean affected areas 4. All staff in proximity of infected person to be vigilant regarding onset of any symptoms 5. All parents of children in the vicinity of infected person must be advised to be vigilant regarding the onset of symptoms and advise the school immediately if any become apparent 	

<u>Risk</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
School closed due to local lockdown	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Local/ Government/ PHE guidance will be followed 2. School will set work via SeeSaw 3. Parents will be kept informed as school finds out information 	

All of the areas in this risk assessment will be monitored throughout the term by SLT/ Phase Leaders and adjustments made as required. Parents will be informed of any changes made.