

School Covid 19 Risk Assessment – January 2021

This risk assessment tool can be used as a template for your own school covid risk assessment in readiness for the new school term in September. All Community and Voluntary Controlled schools must submit its completed risk assessment for verification by the local authority's H&S Service. Please send your risk assessment to schoolhealthandsafety@wiltshire.gov.uk and await confirmation that it has met the required standard. For many schools, you may be able to re-use information from the your existing covid risk assessment but we have highlighted new or amended parts of the template in GREEN for your convenience. You should remove this highlighting in your final document.

If you need specialist Public Health advice to help make local interpretation of any part of the guidance regarding transmission risks, please contact publichealth@wiltshire.gov.uk

All risk assessments must meet the required standard prior to schools opening in September. Please add appropriate contact details if you anticipate that correspondence will be necessary outside of term-time in order to achieve this.

Name of School	Monkton Park Primary School
Name of Headteacher	Steve Rafferty
Assessment completed by	Steve Rafferty
Assessment date	31/12/20

This risk assessment template sets out the measures that may be used to maintain a safe environment for all occupants and visitors to the school/setting and to reduce the transmission risk of covid-19 coronavirus as far as is reasonably practicable. Particular attention must be given to those at greatest risk including vulnerable groups, pregnant women, and those with underlying health conditions; and to new staff and pupils who may be unfamiliar with the site.

Use the template to prepare a specific risk assessment for your school/setting. It must be kept under review and updated accordingly.

Useful links:

Government guidance for full opening of schools can be found [here](#)

Government guidance for after school clubs and other out of school settings can be found [here](#)

Right Choice Coronavirus Resources are available [here](#).

Science teaching Coronavirus advice is available from CLEAPSS [here](#)

Design Technology Coronavirus advice is available from CLEAPSS [here](#)

Physical Education Coronavirus advice is available from AfPE [here](#)

Where separate risk assessments are required for specialist situations as set out in the template below, these do not need to be submitted to the local authority but should be available for scrutiny from LA or HSE enforcement officers. All community and voluntary controlled schools must submit a completed risk assessment to:

RISK	LOCAL APPLICATION OF MEASURES
1. Maintaining distancing and reducing contact – entrance and exit routes	
Numbers arriving simultaneously on school transport impede the means to distance or reduce contact, and impede effectiveness of staggered start/finish times of school day	n/a
Numbers of parents and children at entrances and exits impede social distancing.	<ul style="list-style-type: none"> • One way system into school- parents to enter via the front red gate and exit via the green gate • All parents dropping off and staff on gate to wear masks • Teachers to be vigilant to first children arriving and reducing wait time on playground • Clearly signposted one way system off KS2 playground (next to Riverside preschool) • Extra signage to encourage social distancing and the wearing of masks • KS2 parents encouraged to drop pupils off either at green field gate or red playground gate • Communication between parent and teacher to be reduced as much as possible. Where a longer conversation may be required we ask that parents telephone school. • Each group to enter via designated classroom door • Every child be accompanied by just one adult • High visibility of staff on site • No need for staggered entry due to 9 x entry points
Changes to school routine cause vehicular and pedestrian traffic management issues.	<ul style="list-style-type: none"> • Parents encouraged to walk and cycle to school. • All parents and pupils to follow the one way system in school • Gates to staff vehicles close between 8.40am & 9.10am; 2.50pm & 3.10pm
2. Maintaining distancing and reducing contact – internal areas and play areas	
Pupil numbers and room sizes impede the means to reduce contact	<ul style="list-style-type: none"> • Where practical, arrangements will aim to reduce contact and maximise distancing between pupils and staff; and between staff themselves. • Children in class sized groups as much as possible. Fieldmice and Rabbits operate as one bubble as reception children need to access the full early years provision. • Record of children who may go out to interventions or cross bubble group work • All desks to face forward with pupils sat side by side (KS2) • Floor markings to illustrate 2m areas around teaching positions.

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	<ul style="list-style-type: none"> • Children to remain at their desks when in the room (KS2). • Children to use the same desk each day (not applicable for reception age) • Lessons planned for individual work as opposed to close group work (KS2). • Distancing and reducing contact to be explained to children with regular reminders. • Signage/Posters in each classroom. • Each class to have timetabled wildlife area slot • Staff to supervise and enforce measures. • The wearing of any PPE is not considered a necessary control measure except where set out specifically in this risk assessment for first aid or medical attention needs. Staff however may choose to wear PPE. • Ventilation improved where practicable by having windows open. Special attention when pupils are in smaller rooms.
<p>Number of pupils and staff moving around the school impede the means to distance and reduce contact in corridors and other communal spaces</p>	<ul style="list-style-type: none"> • Children to use corridors as little as possible. • KS1 pupils should be accompanied by an adult • If children or adults do walk in corridors they must stay to the left • When going outside children must use their external classroom door (pupils should not line up first before going outside) • Signage • Reduce numbers using office area, use of protective screens and keep doors open • School assemblies to be completed on rolling rota. Online celebration assembly every Friday. • In communal areas such as corridors, staff to wear masks • Informal meetings in SENCO office discouraged due to the size of the room. Meetings to be arranged over Teams or in larger room so that social distancing can be adhered to. • Teachers encouraged to take PPA from home
<p>Number of pupils and size of space impede the means to distance and reduce contact when using toilets</p>	<ul style="list-style-type: none"> • Allocated toilets for each class • Signage

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<p>Number of pupils and available space impede the means to distance and reduce contact at break time and lunchtime</p>	<ul style="list-style-type: none"> ● Only two children allowed in toilet at a time. ● Allocate toilets around the school for different groups of children. <ul style="list-style-type: none"> ○ Reception – all chn (boys and girls) use closest toilet (opposite hedgehogs) ○ Hedgehogs class use KS1 boys toilet ○ Otters class use toilet opposite ○ Pine Martens use cloakroom toilet ○ KW chn use pine martens cloakroom ○ Badgers use toilet opposite ○ Owls & Squirrels use adjacent toilets ● Playground split into zones (staggered playtime and lunchtime) ● KS1 chn to eat in hall (2 x staggered lunch breaks) ● All KS2 to eat lunch in classroom
<p>Number of staff and size of staff rest spaces impede the means to distance and reduce contact</p>	<ul style="list-style-type: none"> ● Maximum of 4 staff in staffroom at any one time ● Extra fridge and coffee making facilities added to nurture room to help ensure the numbers going in the staffroom can be kept low. ● Staggered break times for staff. ● Staff to use same toilet each time ● If early to school, staff to ensure they go to their usual classroom (rather than staffrooms) so that crossing of bubbles can be avoided
<p>3. Hygiene and Cleaning</p>	
<p>Cleaning staff levels are insufficient to deliver enhanced cleaning regime.</p>	<ul style="list-style-type: none"> ● Cleaning arrangements agreed with cleaning team- available for extra hours if required ● PPE supplied to cleaning staff
<p>Insufficient handwashing and hygiene facilities increase the risk of transmission.</p>	<ul style="list-style-type: none"> ● Hand gel dispensers in each classroom and at key points around school ● Under sink boilers added to three classrooms in KS1 so that warm water is available ● Lidded (pedal) bins in each classroom ● Extra soap and hand sanitiser purchased ● Promotion of the 'Catch it, Bin it, Kill it' campaign to pupils and staff. ● Resources are rotated or left to de-contaminate for 48 hours (or 72 hours if plastic) if being used by different groups.

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Exposure to new hazardous substances (products)	<ul style="list-style-type: none"> No new cleaning or sanitising products currently in use but will carry out COSHH assessment as required. Appropriate storage of hazardous substances. <p>Material data sheets to be made available for new and existing products.</p>
4. Site and Buildings	
Visitors/contractors/suppliers on site increase the risk of transmission.	<ul style="list-style-type: none"> Site visits only by pre-arrangement. 2m exclusion zones/markings in Reception areas. Parents to ring doorbell and reception staff to go to the door. Information/signage for visitors informing them of the infection control procedures. Deliveries and visits outside of school opening hours where possible. Provision of hand gel at main school entrance. Process for the acceptance of deliveries required i.e. area where deliveries can be safely left. A record of some visitors must be kept for 21 days specific guidance
Changes affect normal emergency procedures.	<ul style="list-style-type: none"> Redeployed or displaced staff and children will be briefed on evacuation procedures. Review of fire assembly point to accommodate social distancing. Fire drill practice to review any adjustments made. Other contingency emergency plans to be reviewed including lockdown procedures, major disruption through loss of services, gas leak etc.
Site security is compromised by new arrangements.	<ul style="list-style-type: none"> Additional ventilation via open doors and windows should not occur in unoccupied parts of the site. Ensure gates are locked following last entry each day. Co-ordinate entry and exit with preschool
Building checks not taken place	<ul style="list-style-type: none"> All usual building checks are to be undertaken as normal including flushing of water outlets, schedules of preventative maintenance, portable appliance testing and asbestos monitoring.
5. Equipment and furniture	
Shared play equipment increases the risk of transmission.	Individual items of play equipment and other shared items used for teaching are to be cleaned between each use by each group.
Shared equipment, fittings and resources increase the risk of transmission.	<ul style="list-style-type: none"> Handwashing before and after each lesson. Remove unnecessary items from the classrooms and store elsewhere.


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	<ul style="list-style-type: none"> • Cleaning regime for door handles, press to exit buttons, communal surfaces. Agreed with cleaning team. Teachers to also have cleaning pack in their classroom for regular cleaning throughout the day. • Children to have named, packs of stationery per child. • Resources and surfaces to be cleaned each night. • Lessons planned so sharing of resources in minimised.
Increased manual handling tasks increase the risk of musculoskeletal injuries.	Staff must not attempt to move large or heavy items unless they are fit to do so.
6. Health and Wellbeing	
Inadequate staffing levels create supervision or safeguarding issues.	<ul style="list-style-type: none"> • Carry out an audit of all staff availability and review it regularly. • Introduce a process for staff to inform you if their health situation changes. • If there is a shortage of teachers consider use of suitably qualified TAs to lead a group and maintain ratios. • Use of staff from other schools (by agreement).
Vulnerable / Extremely vulnerable children at higher risk of infection.	<ul style="list-style-type: none"> • Parents should follow current medical/government advice if their child is in this category.
Person becomes unwell with Covid-19 symptoms in school	<ul style="list-style-type: none"> • Move to a pre-designated room where person can be isolated, with adult supervision if a child (nurture room) • Ventilate the room if possible. • PPE should be worn if contact is required. • Inform parent/carer to arrange collection. • Cleaning regime after each usage of the space. • Follow the advice from health protection team
Outbreak of Covid-19 within the school (defined as more than two confirmed cases within a fortnight)	<ul style="list-style-type: none"> • Senior leaders have awareness of the PHE “local outbreak management plan” • Local school management plan is in place and relevant staff have been made aware • Remote education plans in place
Staff wellbeing affected by the working experience.	<ul style="list-style-type: none"> • Staff risk assessment tool being used to assess those in higher risk groups. • Staff aware of risk assessment process and able to contribute. • Staff meetings and communication. • Defined wellbeing support measures for staff.

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	<ul style="list-style-type: none"> • Designated staff rest areas.
Volunteer wellbeing affected by the working experience	<ul style="list-style-type: none"> • Volunteers will be treated in the same way as school staff and provided with the same information, instruction, training and equipment. • Volunteers will be included in regular communications and be given the opportunity to feedback any concerns.
Pupil wellbeing is impacted by the current situation causing physical and mental ill health. School Effectiveness guidance on Right Choice	<ul style="list-style-type: none"> • Children to have allocated teacher and TA where possible. • Reduced time in school to ensure transition from home to school is successful. • Curriculum to support children's well-being. • Provide opportunities to talk about their experiences/concerns. • Pastoral activities.
First aid provision	<ul style="list-style-type: none"> • Ensure all staff know First Aiders on site if less than normal. • If provision is less than usual, minimise hazardous activities which may result in injury. • Ensure a supply of PPE is available for provision of first aid and use and dispose of accordingly. • PPE must be worn for first aid incidents. First aider must avoid contact of skin and so this includes the use of gloves.
Pupils with special medical needs (administering medication)	<ul style="list-style-type: none"> • Required number of competent staff on site • Staff training up to date • Alternative arrangements in place if staff training/competence has lapsed.
1:1 teaching, physical restraint and children with SEND or EHC plans are adversely affected by the current situation.	<ul style="list-style-type: none"> • Individual risk assessments of children with behavioural difficulties. • Ensure a supply of PPE is available based on need. • Reduced timetable or consideration of other solutions if child's behaviour puts staff at risk. • 1:1 teaching to be done with reduced contact.
7. Risk assessments and Policies	
Standard risk assessments do not take account of additional covid-19 risks	<ul style="list-style-type: none"> • Ensure all work environments and teaching/learning activities have been subjected to risk assessments in line with conventional H&S requirements. • Review and where necessary update all risk assessments with additional control measures to counter any significant infection transmission risk

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	<ul style="list-style-type: none"> • Pay particular attention to curriculum areas and activities being resumed for the first time since school restrictions were introduced • LoTC activities are restricted to non-residential activities and are subject to the usual process of risk assessment and authorisation. • One -off activities such as PTA and other fundraising events, firework displays etc will be subject to separate risk assessment. • Lettings of facilities will be subject to separate risk assessment. • Behaviour policy amended to reflect covid-19 protocols.
8. Monitoring	
<p>Control measures set out in this risk assessment do not prove effective</p> <p>Levels of compliance are inadequate</p>	<ul style="list-style-type: none"> • Named school staff will monitor the application and effectiveness of the control measures set out within this risk assessment, and the level of compliance by staff, visitors and pupils • Non-compliance will be addressed immediately • Regular communication with staff on the outcomes of the monitoring <ul style="list-style-type: none"> • LA H&S Advisers are able to visit the school site to assess compliance
9. Other risks – specific to your school	
<p>Please add details of any other relevant covid-19 risks presented by circumstances that are relevant to your school site and activities but are not covered by Items 1-8.</p> <p>Also add activities such as swimming and indoor gyms as and when restrictions are lifted.</p>	<ul style="list-style-type: none"> • Preschool to include staggered entry as party of our timetable • Vehicular gate to opened for entry on to KS2 playground to avoid people passing by on ramp • Use of cross bubble Forest schools to be paused for KS2 <p>Breakfast Club and After School Club</p> <ul style="list-style-type: none"> • Use whole hall to ensure tables are spaced as much as possible • Limited use of technology e.g. iPads. Use carousel rota to limit use and therefore cleaning • Staff to be allocated specific year groups to support throughout the whole week

I confirm that the above is a suitable and sufficient risk assessment based on current information. The risk assessment will be reviewed on a regular basis and whenever anything significant changes. All relevant parties will be informed of the outcomes of this risk assessment.

Name of Headteacher	Steve Rafferty
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Signature of Headteacher		Date: 31/12/20
Name of Chair of Governors / Trustees	Sean Dennien	
Signature of Chair of Governors / Trustees	Sean Dennien	Date: 31/12/20
Date of review	31/12/20	