

Covid -19 Risk Assessment Form - re- integration plan for Kings Avenue School

May 2020

Date of assessment	May 2020		
Who is at risk	Staff, pupils, contractors, visitors (Contractors and visitors to site to be kept to a minimum and only for essential work)		
This risk assessment needs to be completed by the Headteacher, with input from staff members as needed.			
Risk and Expectation	Plan for mitigation/way to meet expectation	Risk Before mitigation L, M, H	Risk After mitigation L, M, H
Staffing levels			
Adequate staffing levels can be maintained for the planned number of children in school	<p>All Staff in school apart from those teachers that are continuing with home learning or classed a clinically vulnerable.</p> <p>Staggered start and finish times to ensure safe travel to work for staff and pupils if coming by public transport to avoid rush hour.</p>	L	L
There is a DSL, First Aider and Health and Safety Lead on site at all times and staff know who these staff members are.	We have deputies for all of these posts if anyone is absent	L	L
Rota for staff to minimise those on site Who can still work from home?	Teachers will continue home learning for Years 2 - 5. Support staff will be in including Premises and Admin	L	L

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Staff with set groups of children to minimise contact with others	Each group will be with their teacher and another staff member, these staff will be assigned to this group and no other.	L	L
Individual risk assessments need to be completed for any pupils returning with specific need/care to establish whether the placement can be facilitated safely	Risk assessment for individual pupils, liaison with parents about best place for pupils during this period. (pupils with medical needs, who are shielding adults in their home).	M	L
Training for staff on Health and Safety to be completed prior to re-opening of school	https://www.virtual-college.co.uk/courses//prevent-covid-19-free-training		
Vulnerable staff			
Staff who are shielding should be working from home if possible.	https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19	L	L
Staff who are clinically vulnerable or have a member of their household who are clinically vulnerable have an individual risk assessment completed as to options for work	https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people	L	L
Staff showing symptoms of the virus to be given sufficient time off to recover following illness in addition to the guidelines on self-isolation	Would stay in touch with staff and ensure they are fully ready to return to work.	L	L
All GOV.UK guidance to be followed regarding isolation, distancing, and hygiene	https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings	L	L
School SLT to liaise with any staff members who are anxious or struggling to readjust and an individual risk assessment be completed	Individual risk assessment to be carried out for staff finding it difficult to adjust	L	L

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Risk of increased transmission of virus due to journeys to and from school			
Staff and pupils to travel on foot, bicycle, motorcycle or own car if possible	Write to parents encouraging them to travel on foot etc rather than use public transport.	M	L
No car sharing apart from with members of own household		L	L
No use of taxis		L	L
No use of public transport unless social distancing is possible	Arrange different times to come into work outside of rush hour. Any staff arriving by public transport wash hands thoroughly before entering classrooms.	M	M
Parents and carers to be encouraged not to linger at the school gate and for only one parent/carers to drop off/collect	Staff outside reminding parents to leave and go home no chatting outside school. Write to parents to remind them.	M	M
Risk of transmission through staff and pupils and others entering school building from outside and leaving at the end of the day			
All entrances to school to be used to minimise contact between small class groups Set entrances for set groups established	All children through the Main gate. Nursery/Reception Year 1 and Year 6 then go through separate entrances to their classrooms through main gate. Path split with designated direction.	M	L
Staggering of arrival times	Entry and exit times 15 minutes apart	M	L
All pupils and staff to sanitise/wash hands on arrival	Supervised washing of hands. Use of hand soap. All classrooms equipped with soap dispensers and towels.	M	L
Minimise items bought onto school site. No book bags, staff to only bring one small bag – reduce items taken to and from school.	All resources in KS1 and KS2 in zip lock bags with stationary and rulers. Coats on back of chairs no entering corridor with coats in morning.	M	L
No parents and carers on school grounds	Staff at gates. Communicate via email, letter or phone calls	M	L
No visitors to enter school grounds other that essential contractors to deal with urgent works	All clubs cancelled, gymnastics, gardening, music tutors cancelled swimming cancelled	M	L
All external lettings have ceased	All cancelled	H	L
Mark out/signpost 2m/one-way systems for social distancing on paths into school, corridors	Entrance paths marked. 2 metre distancing spots for children outside classes	H	L

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School lobby shutters/screens to remain closed	Parents contact through phone or email. Ensure parent payments systems working	M	L
Risk of transmission through activities on site			
Communal gatherings to be suspended until after pandemic (ie assemblies, sports events, concerts, etc)	All cancelled	H	L
Everyone in the building to socially distance at all times; areas where this is not possible should be closed off or used by limited staff (eg small shared offices/ narrow corridors etc)	All breaks for staff taken in classroom or outside, not together. EYFS staff remain in this area. Staffroom only enter to make drink or collect food. Only one door to staffroom open.	H	L
Children to be taught safe distancing and any new evacuation procedures	Procedures to be taught to children. Evacuation practised	H	L
Cleaners to clean all areas used at least daily	Daily cleaning including all handles using disinfectant – fixed play equipment after each group. Deep clean of classrooms, offices and other areas on Wednesday.	H	M
Staff to be allocated to a class unit and stay with that unit	Staff allocated, any SLT staff also allocated one class group they are able to interact with for the week.	M	L
Clear expectations for regular wiping and cleaning throughout the day Premises staff – bannisters, door handles, taps etc School staff -classroom equipment	Clean laptops and equipment after use. Equipment cleaned at end of day. During day toilets, handle cleaned All guidance regarding removal of soft furnishings removed from EYFS	M	L
Consider use of signing sheets to confirm equipment has been cleaned as expected.	Signing in sheet noting cleaning times on toilet doors	L	L
Communicate importance of regular washing of clothes – daily if possible - and cleaning of other items bought onto site	Letter to parents re personal hygiene	M	L
Admin offices should only be used by admin staff with 2m distancing	Move desks apart – work at home where possible. Office closed to parents.	M	L
Stagger use of the staffroom to ensure social distancing and ensure cleaning expectations are set	Staff visit staff room on breaks – set times only to make drink or collect food. Eat in hall, outside or classroom	M	L

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Classroom			
Every class to be set up according to observing social distancing measures. Pupils need to be 2m apart and have own work area with own work equipment	No more than 15 children per classroom.	M	L
Handwashing/sanitising station outside each classroom and regular handwashing to be observed throughout the day and Before and after lunch After coughing or sneezing	Soap purchased all children supervised whilst hand washing, on entry before and after lunch before going home.	L	L
Tissue station in each classroom with plastic bag lined bin for disposal of tissues. Plastic bag to be replaced at least daily	Tissues and bin available – make sure bins have lids	M	L
Good hygiene expectations are clearly displayed and taught regularly	Part of planning and reintegration into school. Children have good understanding of how to wash hands without causing anxiety	M	L
Cleaning wipes/materials available for class equipment	Disinfectant wipes have been purchased for each class, along with disinfectant spray.	M	L
Class units to only be used by allocated staff and pupils	External lettings ceased	M	L
No shared use of cups, crockery, fabric resources, musical instruments that are blown, etc. All soft toys to be removed	In EYFS and Year One soft furnishings and toys removed from class. Work in one book provided, teachers just tick mark work. (virus lives on paper 4/6 days)	M	L
Windows to be open as far as possible to ensure sufficient ventilation	Premises staff open all windows in the morning Tissues available for children with allergies / hayfever	M	L
Doors to be left open as far as possible - consider fire risk- to minimise use of handles	Leave doors open to avoid touching of handles	M	L
Outside Learning			
Clear timetabling of outside space to ensure class units remain as one	The class bubble has timetable for outside area and play areas so no interaction with other groups	M	L
Outside space to be zoned to ensure best use	Zones clearly identified ball court, KS1 playground, KS2 Playground and EYFS area.	M	L
Outside learning to take place as often as possible	All bubbles timetables for outdoor learning	L	L

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No use of fixed outdoor play equipment	Fixed outdoor play equipment used washed down with disinfectant jet wash once group has used.	M	L
No sharing of small outdoor equipment – only plastic and wipe/washable equipment to be used and this needs to be cleaned after each use	None used	H	L
Any outside tables need to be cleaned after any use	Use disinfectant spray	M	L
All to wash/sanitise hands when entering building after outside learning	Wash hands when entering school – supervised	H	L
Movement around the school/ Breaktimes			
2m distance to be applied when entering and exiting the classroom	In KS1 & KS2 social distance applied . Children are at separate ends of the school and have no contact with each other	M	L
Movement to and from classrooms to be kept to a minimum	Leave and enter classroom from outside door	M	L
Breaktimes and entry and exits to be staggered to avoid class units meeting	All breaks staggered so no bubble interacts with another	H	L
Use of toilets to be staggered and monitored to ensure they do not become overcrowded.	Teach pupils maximum number allowed in toilets and waiting routine so not to block corridors etc. Only allocated toilets will be available for each group.	H	L
Lunchtime			
Lunchtime to be staggered so that pupils eat in class units and sit 2m apart	Time table for bubbles to be in their own class	H	L
Tables to be wiped between each class unit	Disinfectant spray and disinfectant wipes will be available.	M	L
Arrival/departure at/from lunch hall to be clearly planned to avoid congestion	Packed lunches to be eaten in classroom or outside. Dinner Hall not being used to keep catering staff safe.	M	L
Consider allocation of a Midday Meals Supervisor to a class unit	MMS staff allocated to the bubble stays with groups during lunchtime	H	L
Separate risk assessment by kitchen staff satisfies stringent safety measures and is monitored regularly	Waiting risk assessment		

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Serving of meals incorporates social distancing	Packed lunches will be provided so no hot meals. Packed Lunches will be distributed by Admin staff only so no other staff enter the kitchen area.	M	L
Packed lunch boxes are only handled by child to whom they belong. All waste is taken home	Parent encouraged to have school meals – if bringing food from home must be in disposable bag	M	L
Children use own water bottle that only they handle.	Water bottle with their name clearly displayed	M	L
Use of PPE			
PPE to be used for all first aid and if a child becomes unwell	PPE kept in office and used for first aiders	H	M
Disposable PPE to be used only once and securely disposed of following use in a plastic bin bag	Disposed of carefully in bins and taken outside	H	M
First Aid/ill child			
Only qualified first aiders to deliver first aid	Identified first aiders	M	L
Identify a room that sick pupils can be kept in until parents come to collect them, ideally with: A door you can close A window you can open for ventilation A separate bathroom they can use (either attached to the room or nearby)	Ensure that the first aid room is thoroughly cleaned when a child who is unwell leaves. No staff to enter the room apart from first aider using PPE.	H	M
Staff need to wash their hands thoroughly after contact with an ill child	Regular hand washing and training	H	L
A mask should be used if there is any risk of a splash to the face from coughing spitting or vomiting	mask has to be used for children when displaying symptoms	H	L
There is a clear plan in place following any diagnosis of Covid -19 within school – this follows government guidance	Displayed in Office – any symptoms from staff or pupils in the bubble all are sent home until test for covid has been carried out.	H	M
Premises Checks			
Building regularly inspected for Health & Safety	See weekly paperwork re Health & Safety walks	M	L
Water systems are operational and flushed	Building has been in use and all water facilities are continuously flushed		
Security and fire systems functional	Regular monitoring of security and fire system		

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Deliveries to site	Signs on delivery gates and monitored by PO		
Playground and playground equipment checked	See playground checks list		
NAME OF THE ASSESSOR Please Print: Rachel Mollett SIGNATURE OF THE ASSESSOR: - POSITION OF RESPONSIBLE PERSON: -Headteacher			
Date of planned review: weekly review Friday			