

Thorpe Primary School Risk Assessment

Location / Site	Insert location and site where activity taking place
Thorpe Primary School	
Activity / Procedure	Insert name/type of activity or procedure being assessed
COVID Re-opening of school	
Assessment date	Revised 25.11.20. Next review 4.12.20
<p>to be updated regularly</p> <p>to be shared with staff and updated with their input</p> <p>to be shared on the school's website</p> <p>This risk assessment is only conditional and will be subject to constant review and amendment. It could also be eradicated or deferred if the decision is made not to open school.</p>	

Identify people at risk	YES or NO
Employees	YES
Children	YES
Parents/Carers	YES
Visitors	YES
Contractors	YES

Government guidance for schools states:

“The safety of children and staff is our utmost priority.”

“The advice seeks to support staff working in schools, colleges and childcare settings, to deliver this approach in the safest way possible, focussing on measures they can put in place to help limit the risk of the virus spreading within education and childcare settings.”

“In education, childcare and social care settings, preventing the spread of the coronavirus involves dealing with direct transmissions (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces.) A range of approaches and actions should be employed to do this.”

Government guidance for parents concerning re-opening of schools states:

“We have provided guidance and support to schools, colleges and child care settings on implementing protective measures in education and childcare settings to help them **reduce the risk of transmission as more children and young people return.**”

“Whilst such changes are likely to look different in each setting, as they will depend upon individual circumstances, they are all designed to minimise risks to children, staff and their families.

Schools and colleges continue to be best placed to make decisions about how to support and educate their pupils during this period. This will include:

Consideration of the pupils' mental health and well being

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Identify hazard		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 classroom resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		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. Remove excess furniture to increase space 2. Children (Y2-6) keep to their desks when in the room 3. Children provided with own pencil case and equipment. 4. Social distancing charter created for and with the children (Include instructions how to line up, use of toilet, moving around the classroom etc...) 5. Lessons planned for individual work (not pairings or group work) 6. Feedback – using large whiteboard and interactive whiteboard not close interaction 7. Children to use same desk if returning next day 8. Teacher and LSA are assigned to these children and stay with these children throughout the day. Some staff will move to other classes to cover PPA but will follow social distancing guidelines with other adults in the classroom. 9. Children stay in the classroom for majority of the day and not mix with other groups at playtimes and lunchtimes 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		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. Toilet bands / signing board used and only children from the same bubble to use toilets at one time 2. KS2 children to use toilet passes to avoid children from different bubbles using the toilets at the same time 3. Allocated hand gel used after toilet use as well as washing hands 4. Signs in toilet re washing hands 5. Wedges for the toilet external toilet doors if not fire doors. 6. Extra soap and hand sanitizer ordered to ensure we do not run out - stocks maintained by caretaker 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing waiting to enter classroom in morning resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		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. Markers outside the classrooms for the children and parents to wait – more than 2 metres apart as more than one person 2. Allocated doors for children to arrive and leave from 3. Allocated areas for parents to wait 4. Instructions shared re social distancing between families in the morning with parents and children 5. Signage for parents and children displayed outside 6. Unless there is an emergency there will be no parental access into school 7. All communication with parents will be done electronically or by text or phone call 8. Staggered drop off and pick up times for different year groups 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		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. Staggered playtimes and allocated play areas 2. Reduced playtime equipment - each bubble has their own 3. Staff supervision throughout – actively reminding about social distancing between bubbles 4. Bubbles eat lunch in same areas each day 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		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			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		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. Some year groups to eat in their classrooms 2. Hall zoned off so bubbles eat in the same zone each day 3. Dinner choices ordered first thing to avoid children queuing in the hall 4. Meals brought to the children 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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Identify hazard		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			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		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 from the same bubble use the toilets at one time 2. Toilet passes for KS2 children 3. Staggered playtimes, lunchtimes so one group in a corridor at a time 4. ICT suite – timetable allocated to one bubble per day 5. Messages to office via walkie talkies 6. Agree instructions with children concerning going and returning to toilet 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		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			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		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 (Y2-6) to be given their own stationary (or have packs of stationary labelled with their name on) 2. Tubs of resources for individuals if needed – maths cubes etc... 3. Tables, door handles and other surfaces cleaned with Milton every night 4. Lessons planned so resources are individual and not shared – or on white board 5. Resources such as PE, science quarantined for the required time before another bubble uses them 6. Resources on tables ready for lesson and not distributed within the lesson 7. Plastic packets (zippy) bags used for individual resources 8. Reading books quarantined when returned before being sent home 9. Timetable in place for changing books 10. Children encouraged to wash hands / use hand gel before lessons and after each lesson 11. Work will be minimally marked by staff, with a tick or a dot and verbal feedback to be given. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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<u>Identify hazard</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			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<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 have class teacher and LSA (if possible) in the first instance 2. Small numbers of children to support their emotional need 3. Staggered Year groups start at the beginning of September 2020. 4. PM provision available for children who are distressed 			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Emotional distress of the staff – including anxiety			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<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. Input into hazard identification and control measures 2. Staff meeting – in small groups adhering to social distancing – to discuss concerns and shared control measures 3. At least one SLT member of staff on site every day for staff to share concerns with 4. Risk assessments reviewed regularly 5. Extremely vulnerable staff (Shielding) work from home 6. DfE Wellbeing for Education Return Training attended by member of SLT to disseminate to staff 			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</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 , first aid and restraint resulting in direct transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

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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. Masks purchased if needed 2. Visors delivered 3. Extra disposable aprons ordered 4. Extra gloves ordered 5. Sufficient first aiders on site 6. Marker tape ordered 7. Reduced timetable considered if necessary if children are acting in a way staff are put at risk Please note the Government guidance states “Wearing face coverings or face masks is not recommended” 		
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

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<u>Identify hazard</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			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<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 all classrooms and shared areas 2. Wall mounted hand gel stations fitted 3. Hand gel order in large quantities 4. Children hand wash 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 as well as in between activities such as PE 5. Washing hands posters replaced in all washing areas 6. Reminders how to wash hands properly –posters 7. Excess disinfectant wipes available for staff to clean surface areas before sitting, preparing refreshments or working 			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</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			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<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 disinfectant 2. Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission 3. Soft furnishings and soft / cloth toys will be reduced in classrooms 4. Extra cleaning carried out throughout the school day. 5. Windows to be opened before children start. Windows opened wider during playtimes and lunchtimes. 6. Classroom doors including fire doors to be opened when no-one is in the classroom to aid ventilation (advice from HSE 25.11.20) 			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Thorpe Primary School Risk Assessment

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<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. Those who are clinically extremely vulnerable (those who have received a letter from Government or clinician) or living with someone who is clinically extremely vulnerable are to work from home 2. Those living with those that are clinically vulnerable can attend school and work with children or adults adhering to this and other re-opening risk assessments. 3. Any pregnant staff to return to work in schools provided the system of controls are in place. Individual risk assessments will be done for all pregnant staff, which includes consideration of alternative duties as part of mitigation for pregnant staff who are more than 28 weeks gestation. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Contractors working on site (replacing windows and roof) /Visitors			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<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. Contractors to hand sanitise when entering and leaving the building to sign in. 2. They will not use any shared areas in school or staff toilets – the caretaker’s house will be made available for their use. 3. Risk assessments to be provided by Bradford Council. 4. All contractors to park on top paddock, top paddock gates <u>not</u> to be used by parents, pupils. 5. Half of top paddock fenced off and must not be used by pupils, staff and parents. 6. While contractors working on site staff, pupils and parents to use staff vehicle entrance. Use double gates to main playground, side gate entrance from Albion Road. 7. Track and Trace record in the office for visitors 8. QR posters displayed in the entrance 9. Only one parent at a time allowed into the reception area – they must have a face covering 10. Visitors to hand sanitise when entering and leaving the building. 11. Visitors to wear a mask in the entrance area, communal areas e.g. hall and if observing in classrooms. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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