



SCHOOL RE-OPENING DURING COVID 19 PANDEMIC
Checkendon School Risk Assessment For School Opening
January 2021 vs.4

Assessment date	
	04/01/21
Reviewed	
	04/01/21, 05/01/21, 06/01/21, 07/01/21

Identify people at risk	
Employees	Yes
Children	Yes
Visitors	Yes
Contractors	Yes

Following the Prime Minister’s announcement on 4 January 2021, only children of critical workers and vulnerable children and young people should attend school or college. All other pupils and students will receive remote education. During this partial opening, government Guidance states essential measures for schools include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable including:
 - grouping children together
 - avoiding contact between groups
 - arranging classrooms with forward facing desks
 - staff maintaining distance from pupils and other staff as much as possible

The system of controls: protective measures

Prevention:

1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
 2. clean hands thoroughly more often than usual
 3. ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
 4. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
 5. minimise contact between individuals and maintain social distancing wherever possible
 6. where necessary, wear appropriate personal protective equipment (PPE)
- 1 to 4 must be in place in all schools, all the time; 5 must be properly considered and schools must put in place measures that suit their particular circumstances; 6 applies in specific circumstances.

Response to any infection:

7. engage with the NHS Test and Trace process
 8. manage confirmed cases of coronavirus (COVID-19) amongst the school community
 9. contain any outbreak by following local health protection team advice
- 7 to 9 must be followed in every case where they are relevant.

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	
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 – store in Panda classroom, old library and shed 2. Set format of furniture to be followed – all pupils forward facing 3. School 20 Safety Agreement signed by the children (includes guidance on moving around the classroom) and re-visited and modelled many times a day and linked to school behaviour rewards – praise for adherence 4. Lessons planned for individual work or paired work (limit group work as much as possible) 5. As much as possible, staff to be at front or side or back of room 6. Designated area for teacher at the front of the classroom, teacher talk from the front 7. If close feedback or communication needed – side to side not facing child 8. Set places so children have their desk which is the same every day 9. Coats and plimsolls kept in flexi-trugs under children’s desks 10. Children stay in their class for the majority of the time, including lunchtimes. 11. Playtimes – in two bubbles (1) YR, Y1 and Y2 (2) Y3 and Y4 / Y5 and Y6; children from different bubbles must not mix and staff keep a 2 metre distance as much as possible (staffing levels for supervision permitting) 12. When moving around inside the building children move individually and this is managed by teacher 13. KS1 and KS2 children remain in designated places for most lessons; YR children on named spots on carpet area or socially distanced outdoor learning closely supervised by staff 14. Water bottles and lunchboxes kept in flexi-trugs under children’s desks 15. Good ventilation in each classroom maintained all day (windows and doors open) 16. PE outdoors if at all possible; school uniform now includes, active wear trousers and black trainers with plimsolls for indoor wear in case of very wet weather 17. Bubbles: Children - majority of the school day will be in classes (sometimes Owllet Class with Owl Class) and break time and lunchtime in bubbles in designated play areas. Staff – majority of the school day will be in bubbles. Exceptions – breaktime and lunchtime supervisors keep a 2 metre distancing as much as possible 	

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 washrooms and poor hygiene resulting in direct and indirect transmission of the virus	
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. Maximum of four boys and four girls in the washroom at a time; maximum of two boys and two girls handwashing at a time 2. Children instructed – if cubicles and sinks are in use – wait outside on markers in corridor, facing forward, no talking 3. Movement of children managed by teacher or TA as much as possible 	

4. Distance markers on corridor floors
5. Frequently touched surfaces cleaned during the day by named staff on a rota
6. Extra signs in washrooms re washing hands
7. Wedges for the outer doors on washrooms
8. Extra soap ordered to ensure we do not run out

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	
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 building for children and parents to wait – 2 metres apart 2. Parents to arrive at front entrance via village hall driveway and leave from church path 3. Face coverings optional for adults and children when waiting - removal on entry parent to take home. HT to be consulted if child wants or needs to wear in school. 4. Specific information re social distanced queuing provided in School Safety Agreement 5. Signage for parents and children displayed outside the building 6. School office administrators/ HT to be on duty to supervise 	

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	
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. Morning playtimes in bubbles on field allocated play area/ equipment as much as possible (staffing levels for supervision permitting) 2. Lunch playtime in bubbles on field; each allocated play area/ equipment as much as possible (staffing levels for supervision permitting) 3. Reduced playtime equipment 4. Games discussed which encourage social distancing (football passing, catch etc.) specific rules introduced as necessary (e.g. tag can be played but back touch only) 5. Adult-led physical activities on a timetable 6. Staff supervision throughout – staff not to mix and ensure 2 metre distancing between each other and remain with their bubbles as much as possible 	

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	
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 eat in their classrooms supervised by class teachers 2. Packed lunches brought in by children stored in flexi-trugs under desks 	

3. Aspens provide packed lunches and delivered by staff
4. Lunchtime supervisors remain with their bubbles as much as possible

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	
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 stay in their designated zone of the school; doors propped open 2. Limited number of children in washrooms 3. Messages to office via intercom 4. PPA: staff use empty classroom, staffroom and old library to maximise distance between each other 5. Agree instructions with children concerning going and returning from washroom 6. When moving around the school – use 2 metre markers to maintain distance between children – staff aim to keep 2 metres away from children in their bubble 	

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	
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 use named pencil pots/ plastic wallets/ tubs/ trays of resources 2. Surfaces that are frequently touched by different children or adults are wiped with Milton three times during the day and cleaned every night 3. Tables and other surfaces cleaned every night 4. Lessons planned so resources are individual as much as possible 5. Resources on tables ready for lesson and not distributed within the lesson as much as possible 6. Children and adults wash/ sanitise hands at least six times daily 7. Outdoor playground equipment allocated weekly to a bubble of children 8. As many surfaces as possible left clear at end of the day so they can be cleaned 9. Staff use hand sanitiser before using the photocopier 10. Staff use hand sanitiser/ wash hands and wipe keyboard with Milton before using shared keyboard 	

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Emotional distress of the children	
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. Parents have information about the expectations for pupils in each class and the timetable for each day including the tasks set so they can support their children; they can email teachers direct on the class email address 	

2. Children have *Teacher Time* on Teams twice daily so that they interact with their teacher and other members of their class
3. Teachers are available for 1:1 support via Teams, email or Purple Mash throughout each day
4. Recovery curriculum includes focus on PSHE and the mental health and well-being of children so lesson planning reflects this

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
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Emotional distress of the staff – including anxiety

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
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1. Inclusion in risk assessment process – input into hazard identification and control measures
2. Confidential support available contact details provided for all staff
3. Staff meetings provide opportunities to discuss concerns and share control measures
4. HT on site every day for staff to provide support
5. Weekly 1:1 supervision with HT for teachers
6. Risk assessments reviewed frequently staff input actively sought and acted on
7. Limited access to office area:
 - a. No entry to office for pupils at any time
 - b. Capacity limited to administrator and *one other adult* at all times
 - c. Other adults to avoid visiting the office during office hours if possible
 - d. Other adults to spend shortest possible length of time in the office during office hours
 - e. All users of the photocopier to use hand sanitiser beforehand
 - f. Window to lobby to remain closed across at all times
 - g. Screen being ordered
8. Timetable includes PPA
9. Vulnerable staff in school with strict 2 metre distancing measures in place

Identify hazard	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 spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
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1. Masks, visors, disposable aprons and gloves available if needed
2. Seek expert guidance about individual children if necessary
3. Reduced timetable / exclusion considered if necessary if children are acting in a way that puts staff at risk
4. PPE (mask, face shield, gloves and apron) available for intimate care if needed
5. Administering first aid to be carried out side to side, using verbal instructions if possible. Gloves to be worn at all times; PPE available
6. If child has temperature or new and continuous cough – child taken to COVID isolation bay in Old Library (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. PHE guidance followed re further actions. Member of staff who was with child – removes PPE in Old Library and places in refuse bag, washes hands and use hand gel. (Staff can return to work after this situation)

Identify hazard	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	
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. Hand sanitiser in all classrooms, staffroom, office and entrance lobby 2. Extra hand sanitiser available 3. Children wash/hand sanitise on entry to school, before break, after break, before lunch, after lunch, before leaving school, going to the lavatory and any time they cough or sneeze 4. Washing hands posters in all washrooms 5. Reminders how to wash hands properly – videos and posters 6. Procedure agreed for children to wash hands so thorough hand washing 7. Windows open in all classrooms daily (opened by school staff, closed by cleaning staff); doors propped open throughout the school (remain propped open all day) 8. Lidded bin available 	

Identify hazard	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	
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. Surfaces that are frequently touched by different children or adults are wiped with Milton three times during the day and cleaned every night 2. PPE will be worn by all cleaning staff 3. Individual home reading books taken home but no ongoing weekly exchange system in place (no class library books); individual school reading books allocated by teachers 4. Soft furnishings and soft / cloth toys will be removed from use in classrooms – however displays and prayer spaces remain; single use dressing up clothes provided for YR pupils and washed between uses. 5. Displays to be designed to engage children but not encourage touching – so decoration above the children’s heads and class doors to be left clear 6. All surfaces in classrooms and washrooms cleaned by cleaning staff after school daily 7. Milton spray available in each classroom 	

Identify hazard	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	
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. Those who are clinically extremely vulnerable 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 as much social distancing from children as possible 2. HT to be consulted if staff members want to wear PPE in school 3. All relevant risk assessments concerning January re-opening shared with staff; comments and contributions welcome 	

<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 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
HT to be consulted if there are concerns about the safety of children who are extremely clinically vulnerable or are living with anyone who is extremely clinically vulnerable and individual risk assessments completed if necessary	

Name of assessor	Reviewed
Gillian Seymour	7th January 2021