

Littledean C of E Primary School
Covid-19 Risk Assessment (September 2020)

Updated 02.09.20

Reviewed 02.11/20

Updated 03.11.20

Updated 09.11.20

Updated 01.01.21

Activity: General circulation in the building and access and egress				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/Action taken
Transmission of Covid-19 through contact with individuals	Staff Children Visitors Contractors	<ul style="list-style-type: none"> Minimise contact with individuals who are unwell by ensuring that those who have Covid-19 symptoms, or have someone in their household who does, or have tested positive within the last 10 days, do not attend school. Covid-19 posters and signage displayed. Staggered start and collections times. Staggered break and lunchtimes. Enhanced cleaning activities. Consistent grouping of children – each class will form their own ‘bubble’ which will then form part of either the infant, junior or pre-school bubble. Children to use toilets one at a time. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> Weekly communications with stakeholders to remind of Covid-19 symptoms and advise of actions to be taken. Where possible, only one parent to attend at start/end of school day to minimise numbers at site. Social distancing signs in back playground and rear gates to the school. Parents advised of new start and collection times and asked to arrive promptly and to leave the site again as soon as possible. Parents informed they are not to gather at the entrance/exit gate or in the back playground.

		<ul style="list-style-type: none"> • Visitors/contractors only allowed on site with an arranged appointment. • Children to use external classroom doors to access the school playground. • Clean hands thoroughly more often than usual. • Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. • Hand sanitiser available in all classrooms and main entrance. • Review emergency and evacuation procedures. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> • Groups to enter through external doors where possible to minimise circulation in corridors. • Doors to be propped open where possible to minimise surface touching. • Packed lunches only to be served during Term 1 and 2 and 3 with children eating in their classrooms to minimise circulation within the school. • Staff to ensure that the office is aware of any pre-arranged visitors. • Emergency and evacuation procedures to be tested termly. • Parents/grandparents will be asked to wear a mask when on the school site for drop off and pick up each day. • Staff made aware that if they wish to wear a mask/visor whilst walking through communal areas in the school – they are able to do so (visors available in the school office). • Staff to wear a face mask when welcoming children into school and sending home (during times when there may be contact with parents).
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Activity: Contact with individuals who are unwell/displaying Covid-19 symptoms				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/Action taken
Transmission of Covid-19	Staff Children Visitors Contractors	<ul style="list-style-type: none"> Ensure that children/staff and other adults do not come into school if they have Covid-19 symptoms or have tested positive within the last 10 days. Anyone with symptoms must self-isolate for 10 days and arrange to have a test. Other members of the household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. Anyone with symptoms awaiting collection to be moved to either Oak Room, Willow Room or the Hall to isolate. PPE to be worn by staff members if caring for child with symptoms and 2m distance cannot be maintained. Everyone must wash their hands thoroughly with soap and running water after contact with someone who is unwell. All surfaces that have been touched by unwell person to be thoroughly cleaned. 	Y Y Y Y Y	<ul style="list-style-type: none"> Anyone in school who becomes unwell with a new, continuous cough, high temperature or has a loss of, or change in their sense of taste or smell to be sent home and advised to follow ‘stay home: guidance for household with possible or confirmed coronavirus infection’. Child will have temperature taken with non-contact infrared thermometer to confirm temperature before contacting parents. Other members of the household (including siblings) to self-isolate for 10 days from when the symptomatic person first had symptoms. Ensure windows in Oak Room, Willow Room and the Hall are opened to ensure good ventilation. Cleaners to be advised if symptoms detected in school so that a deep clean of the area can take place and appropriate PPE to be worn. Appropriate PPE available in each classroom and the school office.

				<ul style="list-style-type: none"> Staff who have helped someone with symptoms and children who have been in close contact with someone with symptoms do not need to self-isolate unless they develop symptoms themselves.
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Activity: Medical Matters and Infection Control				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/Action taken
Transmission of Covid-19	Staff Children Visitors Contractors	<ul style="list-style-type: none"> Ensure that children/staff and other adults do not come into school if they have Covid-19 symptoms or have tested positive within the last 10 days. Anyone with symptoms must self-isolate for 10 days and arrange to have a test. Anyone with symptoms awaiting collection to be moved to either Oak Room, Willow Room or the Hall to isolate. PPE to be worn by staff members if caring for child with symptoms and 2m distance cannot be maintained. Everyone must wash their hands thoroughly with soap and running water after contact with someone who is unwell. 	Y Y Y Y Y	<ul style="list-style-type: none"> Anyone in school who becomes unwell with a new, continuous cough, high temperature or has a loss of, or change in their sense of taste or smell to be sent home and advised to follow 'stay home: guidance for household with possible or confirmed coronavirus infection'. Child will have temperature taken with non-contact infrared thermometer to confirm temperature before contacting parents. Other members of the household (including siblings) to self-isolate for 10 days from when the symptomatic person first had symptoms.

		<ul style="list-style-type: none"> • All surfaces that have been touched by unwell person to be thoroughly cleaned. • Engage with NHS Test and Trace process. • Manage confirmed cases within the school community. • Contain any outbreak by following local health protection team advice. • Staff help available for children who have trouble washing their hands independently. Staff to wash own hands immediately after help given. • Use resources such as 'e-bug' to teach effective hand hygiene. • Adults and children encouraged not to touch their mouth, eyes and nose. • Staff will not wear PPE beyond what is normally required for their role. • Staff providing first aid to children will not be expected to maintain 2m social distancing. • First aid to be recorded on an first aid form – not the school accident book. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> • Ensure windows in Oak Room, Willow Room and the Hall are opened to ensure good ventilation. • Cleaners to be advised if symptoms detected in school so that a deep clean of the area can take place and appropriate PPE to be worn. • Appropriate PPE available in each classroom and the school office. • Staff who have helped someone with symptoms and children who have been in close contact with someone with symptoms do not need to self-isolate unless they develop symptoms themselves. • If symptoms are displayed a test must be booked. All children, including those under 5 are able to access a test. • Tests can be booked online or by telephone via NHS 119. • Provide details of anyone they have been in close contact with if positive test result received to NHS track and trace. • Individuals to inform the school immediately of the results of the test: <ul style="list-style-type: none"> ▪ If someone tests negative, if they feel well and no longer have symptoms similar to Covid-19 they can stop isolating, as can other
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				<p>members of their household.</p> <ul style="list-style-type: none"> ▪ If someone tests positive follow ‘stay home: guidance for household with possible or confirmed coronavirus infection’. ▪ School to contact the local health protection team when notified of a positive case. ▪ School to follow the advice given by the local health protection team. <ul style="list-style-type: none"> • In the case of first aid provision, the following measures will be adopted: <ul style="list-style-type: none"> ▪ Wash hands or use hand sanitiser prior to and after treating the injured person. ▪ Wear gloves when treating open wounds. ▪ If CPR is required on an adult, attempt compression only CPR until the ambulance arrives. ▪ If CPR is required on a child, use a resuscitation shield if available to perform mouth to mouth ventilation in asphyxia arrest. ▪ Dispose of all waste in a lidded bin.
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Activity: Social Distancing				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/Action taken
Transmission of Covid-19 through contact with individuals	Staff Children Visitors Contractors	<ul style="list-style-type: none"> Minimise contact with individuals who are unwell by ensuring that those who have Covid-19 symptoms, or who have someone in their household who does, do not attend school. Visual aids are used to display social distancing measures. Staggered start and collection times. Staggered break and lunchtimes. Maintain consistent groups – class 'bubbles' which then make up either an infant, junior or pre-school bubble. Toilets: Keys Stage 2 – 2 children from each class allowed in the toilet/cloakroom area at any one time. Infants – one side Holly Leaves the other Holly Berries. 	Y Y Y Y Y Y Y Y	<ul style="list-style-type: none"> Weekly communications with stakeholders to remind of Covid-19 symptoms and advise of actions to be taken. Where possible, only one parent to attend at start/end of school day to minimise numbers at site. Parents asked to not bring secondary aged children to the school site. Social distancing signs in back playground and rear gates to the school. Parents advised that no-one should be on the school site prior to 8.30. Parents advised of new start and collection times and asked to arrive promptly and to leave the site again as soon as possible.

		<ul style="list-style-type: none"> • Visitors/contractors on only allowed on site with pre-arranged appointment. • Children given regular reminders of why social distancing is important. • 'No touch' policy for children in EYSF and KS1. • Children and staff do not mix with those outside of their own bubble. • Staff that move between bubbles to keep their distance from children and other staff. • Staff to keep 2m from other adults as much as possible. • Staff to avoid close face to face contact and minimise time spent within 1m of anyone. • Staff providing close, hands on contact with children i.e those providing intimate care, need to increase their level of self-protection, including use of PPE and more frequent hand-washing. • Collective worship can only take place in group bubbles. • Social distancing must be adhered to in the staff room. • Children and staff to remove face coverings at school and wash hands immediately on arrival. 	Y Y Y Y Y Y	<ul style="list-style-type: none"> • Parents informed they are not to gather at the entrance/exit gate or in the back playground. • Groups to enter through external doors where possible to minimise circulation in corridors. • Doors to be propped open where possible to minimise surface touching. • KS2 children trained to knock and ask which class is in the toilet/cloakroom prior to entering. If child in toilet/cloakroom is not in the same class bubble then the other child cannot enter. • Packed lunches only to be served during Term 1 and 2 and 3 with children eating in their classrooms to minimise circulation within the school. • Staff to ensure that the office is aware of any pre-arranged visitors. • Use a simple 'no touching' approach for the younger children in the school to help understand the need to maintain distance. • Older children to be encouraged to keep their distance within bubbles. • Parents/grandparents will be asked to wear a mask when on the school site for drop off and pick up each day.
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Activity: Classroom				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/Action taken
Risk of transmission of Covid-19	Staff Children	<ul style="list-style-type: none"> • Children and staff to wash/sanitise hands on arrival at school and prior to leaving. • Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. • Additional cleaning of regularly touched surfaces, such as class tables. 	Y Y Y Y	<ul style="list-style-type: none"> • Sinks, soap, paper towels and hand sanitiser available in infant practical area, pre-school, and Hawthorn. • Children to wash/sanitise their hands on arrival at school, break times, lunch times and prior to leaving – as a minimum. • Hand sanitiser available in each classroom. • Tissues provided in all classrooms.

		<ul style="list-style-type: none"> • Minimise contact between individuals and maintain social distancing where possible. • Organise classrooms for maintaining space between tables (EYFS and KS1). • Arrange tables so that children are sat side by side and facing forwards (KS2). • Where possible staff to maintain distance from their children by staying at the front of the classroom. • Windows and doors of classrooms propped open, where possible, to allow ventilation for brief periods of time throughout the day i.e. during lunchtime and break time. • Anyone displaying symptoms to leave classroom and self-isolate in designated area. • Children provided with own stationery pack. • Shared resources to remain within bubble. Any resources shared between bubbles must be thoroughly cleaned. • Limit amount of equipment brought into school. • Ensure all rooms have a sufficient supply of tissues and a lidded bin for disposal of used tissues. • Children to eat packed lunches in classrooms to keep bubbles separate. 	Y Y Y Y Y Y Y Y	<ul style="list-style-type: none"> • Separate, lidded bin available in each classroom for disposal of soiled tissues. This is needs to be double bagged and disposed of at lunch time each day and at the end of the school day. • Antibacterial spray/wipes and cloths provided in each classroom. • Use outdoor areas as much as possible. • Unnecessary furniture to be removed from classrooms to create extra space. • Staff to remain 2m apart where possible. • If children or staff feel the need to wear a coat for a period of time whilst they warm up, this will be allowed. • Staff responsible to cleaning resources regularly i.e. wiping down lap tops after use. • Children are able to bring in the following items: wipe able lunchbox, water bottle, coat, reading book. • Children to remain in classroom until all have finished eating. MDSU to clean tables after eating.
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Activity: Use of school library and school reading books				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/Action taken
Risk of transmission of Covid-19	Staff Children	<ul style="list-style-type: none"> Limit the number of children accessing the library at any one time. Books returned from home to be quarantined before putting back into general circulation. Reading records to remain at home, staff to maintain their own records in school. 	Y Y Y	<ul style="list-style-type: none"> Rota in place for library access – Mon/Weds/Fri (Chestnut Class). Tues/Thurs (Maple Class) In EYFS and KS1 only adults to access the library to change books. Parents informed of new system in place the possible impact on frequency of book changing. When children return books from home they will be ‘quarantined’ for 48 hours prior to returning to general circulation. Class staff to ensure that this rotation is takes place effectively. When a child reads in school, their book must be placed in the quarantine box before returning to general circulation. The library is not to be used as a teaching space or a place for children to work.

Activity: Behaviour Management				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/Action taken
Risk of transmission of Covid-19	Staff Children Visitors	<ul style="list-style-type: none"> Behaviour policy updated and communicated to parents via website. Staff to remind children regularly about the need to stay apart from others and the expectations around hygiene. Children wear school uniform. Review EHCP's where required. 	Y Y Y Y	<ul style="list-style-type: none"> Parents expected to communicate behaviour expectations to children. Children to remain in class bubble at all times. Appendix to Behaviour Policy available on the school website.

Activity: Curriculum Management				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/Action taken
Risk of transmission of Covid-19	Staff Children Visitors Parents	<ul style="list-style-type: none"> Plan developed for delivery of remote education. Online learning to be used to deliver homework. Parents will inform the office if they do not have access to the internet or have devices which the children can work on. School is open as normal with children accessing a full, differentiated, broad and balanced curriculum. 	Y Y Y	<ul style="list-style-type: none"> Arrangements in place for each class to provide high quality remote learning using the Oak National Academy and BBC Bitesize. Each class has a bank of work matched the learning objectives that would be taught in each class should another lockdown be necessary or if a child self-isolates. In the event of multiple staff absences in a bubble, a restricted curriculum would be offered or as a last resort a class bubble or

				<p>infant/junior/pre-school bubble may close for the day. A restricted curriculum would be where the normally planned and differentiated full curriculum is not offered, but children can attend and will carry out purposeful alternative activities under supervision.</p>
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Activity: Art, design Technology and Science				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/Action taken
Risk of transmission of Covid-19	Staff Children	<ul style="list-style-type: none"> Resources to be timetabled for use. Resources to be cleaned frequently and meticulously. Lap-tops to be timetabled for use and cleaned thoroughly after each use. Subject Leaders to refer to CLEAPSS for subject specific guidance. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> Class bubbles to use resources at allocated time. Resources to be cleaned between bubble or rotated to be left unused for 48 hours (72 hours for plastics) between use by different class bubbles. It is the responsibility of the class bubble who has finished with the lap-tops to clean prior to returning to trolley.

Activity: Physical Education/Sport				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/Action taken
Risk of transmission of Covid-19	Staff Children Visitors	<ul style="list-style-type: none"> Children to remain in class bubbles for PE. Sports equipment to be cleaned thoroughly between use and always if shared between bubbles. Where possible, each class bubble to have their own equipment to avoid sharing between groups. Contact sports will not take place. Outdoor PE lessons will take place , where possible. Children wear PE kit to school on the allocated PE day. 	Y Y Y Y Y	<ul style="list-style-type: none"> Prostars coaches to ensure that they follow handwashing guidance on arrival at school. Prostars responsible for allocating equipment to class bubbles. If equipment is shared. Prostars are responsible for cleaning between use. Lessons taking place in the school hall must ensure that all windows are opened to ventilate the area and maximise space between children are far as possible. Children will wear PE kit to school to minimise the risk of changing in an enclosed area and the possible mix up of clothing. Children in Holly Leaves and Holly Berries to use external doors to access the school hall unless it is raining.

Activity: Music Lessons				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/Action taken
Risk of transmission of Covid-19	Staff Children Visitors	<ul style="list-style-type: none"> • Rock Steady tutors to follow good hygiene practices on arrival to school site. • Group music lessons can only take place within the same class group. • Singing and recorders should not take place in large groups (over 15 children). • Measures to be taken when playing instruments or singing in small groups, such as music lessons include: <ul style="list-style-type: none"> ▪ Physical distancing ▪ Playing outside if possible ▪ Limiting group sizes to no more than 15. ▪ Positioning children back to back or side by side ▪ Instruments are not to be shared. ▪ Ensuring good ventilation. 	Y Y Y Y	<ul style="list-style-type: none"> • Hand sanitiser/soap and water to be used on arrival. • Music teacher to provide risk assessment for lessons to the school. • Tutors to minimise contact and maintain as much distance as possible from other staff. • School staff to make use of Charanga scheme during T1 and T2 T3 for teaching of music lessons.

Activity: Use of playground, play equipment and trim trail				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/Action taken
Risk of transmission of Covid-19	Staff Children	<ul style="list-style-type: none"> Children to wash hands prior to going out for break and lunch play and on return to classroom. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Trim trail equipment to be timetabled for use. Each class bubble to have their own supply of play equipment. 	Y Y Y Y	<ul style="list-style-type: none"> Handwashing posters displayed by all sinks. Rota in place for trim trail use- one week per class.

Activity: Office				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/Action taken
Risk of transmission of Covid-19	Staff Visitors Children	<ul style="list-style-type: none"> Office desks placed so that staff are back to back. Wash hands on arrival at school and more frequently throughout the day. Clean touch points more regularly. Visitors by appointment only. Deliveries to be placed in the foyer area. Office staff to sign in visitors to avoid sharing pens. 	Y Y Y Y Y Y Y	<ul style="list-style-type: none"> Antibacterial spray/wipes/cloths available for use. Office staff to sign visitors in and must be informed if visitors are expected to the school. Visitors without a pre-arranged appointment will not be allowed access. Record kept of all visitors to assist NHS Test and Trace through

		<ul style="list-style-type: none"> Visitors to be given a sticker instead of a visitor lanyard. 		<p>completion of visitor information sheet.</p> <ul style="list-style-type: none"> Registers to be placed in box outside the school office on completion each morning – by 9.20 at the latest.
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Activity: Visitors to site (Volunteers/Parents/Supply Staff)				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/Action taken
Risk of transmission of Covid-19	Staff Children Visitors	<ul style="list-style-type: none"> Limit number of visitors to the school where possible. All must follow good hygiene practices on arrival to the school site. Share risk assessment prior to first visit. Encourage parents to phone the school and make telephone appointments if they wish to discuss their child. Where possible, visits arranged outside of school hours. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> Visitors must only attend by pre-arranged appointment. Hand washing/hand sanitising facilities available Wherever possible keep meeting on a virtual platform or by telephone. Record of all visitors to be kept to assist NHS Test and Trace. Face masks to be worn if it is not possible to social distance during the visit. Open windows if it is sensible to do so.

Activity: Transport Operations and Traffic Management				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/Action taken
Risk of transmission of Covid-19	Staff Children Visitors	<ul style="list-style-type: none"> Staggered start and collection times. No school trips planned to take place in the autumn term or the spring term. 	Y Y	<ul style="list-style-type: none"> Parents advised of times to arrive and collect children. Reminded not to gather together in the back playground or at the school entrance.

Activity: Contractors on site				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/Action taken
Risk of transmission of Covid-19	Staff Children Visitors Contractors	<ul style="list-style-type: none"> Contractors only allowed on site with prior appointment. Contractors to be directed to hand washing facilities or hand sanitiser on arrival before work commences. Where possible, visits are arranged outside of school hours. 	Y Y Y	<ul style="list-style-type: none"> SBM to complete the visitor information form with the contractor prior to any work commencing.

Activity: Cleaning				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/Action taken
Risk of transmission of Covid-19	Staff Children Visitors Contractors Glenn Cleaning Staff	<ul style="list-style-type: none"> Communication with Glenn Cleaning to prepare plans for re-opening. 	Y	<ul style="list-style-type: none"> SBM in regular contact with Caroline (Glenn Cleaning Manager) and Angela Carter (LA). Regular discussions between cleaner/caretaker and SLT staff.

Activity: Lunch Provision				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/Action taken
Risk of transmission of Covid-19	Staff Children Visitors Contractors Caterlink Staff	<ul style="list-style-type: none"> Communication with Caterlink to prepare plans for re-opening. Reduce touch points by children eating in their classrooms. Caterlink comply with guidance for food business on Covid-19. 	Y Y Y	<ul style="list-style-type: none"> Caterlink questionnaire completed and passed to area supervisor. Packed lunches only to be served for T1 and 2 and 3.

Activity: Wellbeing				
Hazards	Who is at risk?	What are you already doing?	Risks adequately controlled? Y/N	Comments/Action taken
Physiological and emotional harm from work	Staff	<ul style="list-style-type: none"> Regular staff briefings and communication. Occupational Health support available. Governing Body and school leaders have regard to work-life balance and wellbeing. Separate risk assessment in place for pregnant workers. 	Y Y Y Y	<ul style="list-style-type: none"> All staff aware of risk assessments and control measures in place – INSET Sept 2020. Updated risk assessments shared with all staff.
Anxiety/stress relating to return to school	Staff Children	<ul style="list-style-type: none"> Communication with staff prior to return to school. Pastoral support available for children through FSW. Communication maintained throughout lockdown and summer holidays with vulnerable children and families. Visits to school during August for children who are particularly anxious or new to the school. 	Y Y Y Y	<ul style="list-style-type: none"> Class teacher aware of the need to make provision within their curriculum and timetable to support children with their well-being and social and emotional needs. Head Teacher available to discuss any concerns with staff.

Engagement with Test and Trace Process

Staff members and parents/carers will need to be ready and willing to:

- Book a test if they or their child are displaying symptoms. Staff and children must not come into school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by parents/carers if using a home testing kit.
- Provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (Covid-19) or if asked by NHS Test and Trace.
- Self-isolate if they have been in close contact with someone who tests positive for coronavirus (Covid-19), or if anyone in their household develops symptoms of coronavirus (Covid-19).