

Wolverton Primary School

Coronavirus Risk Assessment for return to school for all year groups
Whilst the school will try to cover all eventualities, we cannot guarantee 100% safety

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| School site | Wolverton Primary School |
| Activity | Re-opening to all year groups |
| Assessment date | July 2020 To be updated regularly until re-opening and then ongoing reviews. |

| Identify people at risk | YES or NO |
|-------------------------|-----------|
| Employees | YES |
| Children | YES |
| Visitors | YES |
| Contractors | YES |

Government guidance states for schools:

It is now mandatory for all pupils to attend school in September.

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

The risk assessment below is part of a much larger document which covers a range of other areas related to the school’s operational work. The section provided relates to the changes the children, parents and staff will see in the day to day running of the school and includes specific detail of new routines.

The level of risk for re-opening to the whole school community has currently been identified as ‘medium’; this will be reviewed once all pupils are in school and the proposed procedures have been implemented and re-assessed.

WITH ALL THE MEASURES BELOW A REVIEW AND ASSESSMENT OF THE RISK WILL BE ONGOING AND ADAPTED TO CIRCUMSTANCES AS REQUIRED AND IN RESPONSE TO GOVERNMENT GUIDANCE

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| Identify risk | Description of risk /hazard / challenge that could cause harm or injury – add detail about the type and location of hazards | | |
| Lack of social distancing when dropping pupils off / picking up at the beginning and end of the school day | | | |
| Overall current level of risk before procedures put in place | | | |
| HIGH | MEDIUM | LOW | VERY LOW |
| Control measures | List of actions control / mitigate the reduce | | |
| <ol style="list-style-type: none"> 1. Different entrances for pupils to access school site and lower risk of both adults and pupils congregating in groups. Entrances as follows: Reception – via gate at side of office Class 4 – via front gate by the office and side gate to the front of school, then porch door Class 2 – via main gate and terrapin steps Class 3 - via main gate and rear door of classroom 2. Staggered start times at the beginning of the school day to reduce the number of children and adults using the road / pavement at the front of the school and access gates. Times as follows: Class 4 and Class 2 pupils -8.45 a.m. Reception and Class 3 pupils - 8.55 a.m. 3. Parents park at the side of the school their child is entering from i.e. Reception and Class 4 parents on left side of school; Class 2 and Class 3 parents on the right side of the school, nearest to Norton Lindsey Village. 4. Only one parent to drop / collect child/children. 5. Siblings who are not attending school should, wherever possible, not accompany pupils. 6. Parent escort their child to waiting zone on the path outside of the school and leave as soon as child has been handed over to staff. 7. Wait in car until a space becomes available to wait on the pavement. 8. Parents leave their child at the school gate - children are expected to walk independently to members of staff welcoming them on arrival. 9. Parents are NOT allowed onto the school site, playground or the school office. 10. Staggered end to the day; collection timings as follows: Times as follows: Class 4 and Class 2 pupils -15.05 Reception and Class 3 pupils - 15.15 Exit routes will be the same as on entry for each class. 11. At the end of the day parents wait on the path outside of the school and maintain social distancing. If a space is not available then wait in car until one becomes free. 12. Leave the school site as quickly as possible to allow for the collection of other children. | | | |
| Remaining level of risk | Level of risk following use of control measures | | |
| HIGH | MEDIUM | LOW | VERY LOW |

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| Identify risk | Description of risk /hazard / challenge that could cause harm or injury – add detail about the type and location of hazards | | |
| Lack of social distancing in cloakrooms resulting in transmission of the coronavirus | | | |
| Overall current level of risk before procedures put in place | | | |
| HIGH | MEDIUM | LOW | VERY LOW |
| Control measures | List of actions control / mitigate the reduce | | |
| <ol style="list-style-type: none"> 1. Cloakrooms used under direction of class teacher / TA. 2. Locker facilities in KS 2 used by a small number of pupils at a time, as directed by an adult. 3. Number of items pupils expected to bring into school restricted to a coat and lunch box, a hat and own sun cream in hot weather. Children will be expected to apply sun cream independently. | | | |
| Remaining level of risk | Level of risk following use of control measures | | |
| HIGH | MEDIUM | LOW | VERY LOW |

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| Identify risk | Description of risk /hazard / challenge that could cause harm or injury – add detail about the type and location of hazards | | |
| Lack of social distancing in classrooms resulting in transmission of the coronavirus | | | |
| Overall current level of risk before procedures put in place | | | |
| HIGH | MEDIUM | LOW | VERY LOW |
| Control measures | List of actions control / mitigate the reduce | | |
| <ol style="list-style-type: none"> 1. Teachers and TAs assigned to ‘class bubbles’ and stay with them throughout the day, and on subsequent days, as far as is practically possible. 2. Adults maintain 2m distance from children, wherever possible. 3. Adult zone marked out in classroom, wherever possible. 4. Removal of excess furniture, where appropriate, to increase space available for tables. 5. Tables spaced out to allow for some social distancing within each classroom. 6. Tables arranged so pupils face forwards. 7. Pupils allocated to specific seat/table in classroom. 8. Pupils provided with their own resources to reduce the need to move around room. 9. Coats and lunchboxes kept in lockers (KS2). 10. Coats kept on peg in KS1 and pupils directed to cloakroom by adults. 11. No bags to be brought into school. 12. Verbal feedback by staff as first approach to marking pupil’s work. 13. Pupils will upload their work for teachers to mark, in line with age of pupils, where appropriate 14. Limited direct marking of work by teachers with pupils. 15. Children stay in the classroom/ linked areas for the majority of the day and do not mix with other ‘class bubbles’ | | | |
| Remaining level of risk | Level of risk following use of control measures | | |
| HIGH | MEDIUM | LOW | VERY LOW |

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| Identify risk | Description of risk /hazard / challenge that could cause harm or injury – add detail about the type and location of hazards | | |
| Lack of social distancing using toilets resulting in transmission of the coronavirus | | | |
| Overall current level of risk before procedures put in place | | | |
| HIGH | MEDIUM | LOW | VERY LOW |
| Control measures | List of actions control / mitigate the reduce | | |
| <ol style="list-style-type: none"> 1. Pupils use toilets in their classrooms throughout the day, wherever possible (Reception & KS1), including at lunchtimes. 2. Pupils in each of the KS2 classes allocated one set of toilets to use each. Toilets will be uni-sex with urinal out of use. 3. Pupils wash hands at 6 points throughout the day for 20 seconds; as directed by class teacher. Pupils use paper towel to turn off tap. 4. Staff limit number of pupils using toilets at the same time. | | | |
| Remaining level of risk | Level of risk following use of control measures | | |
| HIGH | MEDIUM | LOW | VERY LOW |

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| Identify risk | Description of risk /hazard / challenge that could cause harm or injury – add detail about the type and location of hazards | | |
| Lack of social distancing in during play and lunchtimes resulting in transmission of the coronavirus | | | |
| Overall current level of risk before procedures put in place | | | |
| HIGH | MEDIUM | LOW | VERY LOW |
| Control measures | List of actions control / mitigate the reduce | | |
| <ol style="list-style-type: none"> 1. Allocated use of outdoor space to different year groups/classes to ensure each class bubble is separate; areas include field, playground & sloped field 2. Class staff (TAs and Teachers) accompany class onto playground over playtime on a rota basis. 3. No contact games allowed. 4. MDS staff allocated to class bubbles where practically possible. 5. Activities allowed will observe social distancing e.g. daily mile and individual activities. 6. Wet playtimes – pupils will stay in their classrooms under TA / MDS supervision. 7. Any equipment provided for pupils to use over lunchtime sessions will not be shared and cleaned after use. 8. Large outdoor play equipment out of use. 9. Pupils will not mix with children from another class bubble. 10. Staff maintain 2m social distancing when using staffroom; some seating out of use to ensure social distancing is maintained between adults. | | | |
| Remaining level of risk | Level of risk following use of control measures | | |
| HIGH | MEDIUM | LOW | VERY LOW |

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| Identify risk | Description of risk /hazard / challenge that could cause harm or injury – add detail about the type and location of hazards | | |
| Lack of social distancing when eating lunch resulting in transmission of the coronavirus | | | |
| Overall current level of risk before procedures put in place | | | |
| HIGH | MEDIUM | LOW | VERY LOW |
| Control measures | List of actions control / mitigate the reduce | | |
| <ol style="list-style-type: none"> 1. Dining hall used as follows: Reception and KS1 12.15 to 12.45 2. Pupils allocated specific seats on dining tables. 3. Packed lunch option only available. 4. MDS staff wear gloves and take 'grab bags' packed lunch to pupils to reduce movement around the hall. 5. Pupils who bring in their own packed lunch store this in locker (KS2) or allocated place in KS1 & Reception classes. Lunch trolley not used. Pupils will be responsible for collecting and returning their lunch bags to their locker themselves. 6. Tables, benches and any surfaces touched by pupils cleaned after use. 7. KS2 pupils eat lunch in classrooms 12.45 to 13.15. | | | |
| Remaining level of risk | Level of risk following use of control measures | | |
| HIGH | MEDIUM | LOW | VERY LOW |

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| Identify risk | Description of risk /hazard / challenge that could cause harm or injury – add detail about the type and location of hazards | | |
| Risk of spreading virus due to close contact with children - 1:1, first aid and restraint | | | |
| Overall current level of risk before procedures put in place | | | |
| HIGH | MEDIUM | LOW | VERY LOW |
| Control measures | List of actions control / mitigate the reduce | | |
| <ol style="list-style-type: none"> 1. Staff to maintain 2m distance from children, wherever possible. 2. Staff working across class bubbles to maintain strict social distancing, wherever possible. 3. Pupils remain in seat & staff approach to speak to them, whenever possible. 4. Children's movement around the classroom and outdoor areas limited, directed by adult and age appropriate. 5. Staff wear PPE (face mask / face visor / gloves / apron - as deemed appropriate for individual situations) e.g. when delivering first aid, providing support with toileting. 6. Individual risk assessment for identified pupils. | | | |
| Remaining level of risk | Level of risk following use of control measures | | |
| HIGH | MEDIUM | LOW | VERY LOW |

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| Identify risk | Description of risk /hazard / challenge that could cause harm or injury – add detail about the type and location of hazards | | |
| Lack of social distancing in corridors and lining up resulting in transmission of the coronavirus | | | |
| Overall current level of risk before procedures put in place | | | |
| HIGH | MEDIUM | LOW | VERY LOW |
| Control measures | List of actions control / mitigate the reduce | | |
| <ol style="list-style-type: none"> 1. Educate pupils about social distancing when lining-up at a social distance, with regular reminders 2. Floor markers indicate where pupils should stand in corridors and on playground, where felt appropriate 3. Limit the need for lining-up by staggering sending pupils out / in from playground 4. Pupils in each class go to and from the playground in a set order and follow one another maintaining social distancing, wherever possible. | | | |
| Remaining level of risk | Level of risk following use of control measures | | |
| HIGH | MEDIUM | LOW | VERY LOW |

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|--|---|-----|----------|
| Identify risk | Description of risk /hazard / challenge that could cause harm or injury – add detail about the type and location of hazards | | |
| Risk of spreading virus due to poor hygiene resulting in transmission of coronavirus | | | |
| Overall current level of risk before procedures put in place | | | |
| HIGH | MEDIUM | LOW | VERY LOW |
| Control measures | List of actions control / mitigate the reduce | | |
| <ol style="list-style-type: none"> 1. Handwashing video shared with all pupils to ensure they are clear about how to do this properly. 2. New hand washing routines introduced and pupils wash their hands at 6 points throughout the day: on entry; before and after playtime; before and after lunch and before they go home. 3. Soap and warm water provided in toilets to wash hands and paper towels to dry. 4. Pupils turn off tap using paper towel. 5. Pupils places used hand towel in lidded / pedal bins in toilets. 6. Anti- bacterial gel provided in classrooms. 7. Reminders how to wash hands properly and for at least 20 seconds – using songs where appropriate. | | | |
| Remaining level of risk | Level of risk following use of control measures | | |
| HIGH | MEDIUM | LOW | VERY LOW |

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|---|---|------------|----------|
| Identify risk | Description of risk /hazard / challenge that could cause harm or injury – add detail about the type and location of hazards | | |
| Risk of illness through transmission of coronavirus between individuals | | | |
| Overall current level of risk before procedures put in place | | | |
| HIGH | MEDIUM | LOW | VERY LOW |
| Control measures | List of actions control / mitigate the reduce | | |
| <ol style="list-style-type: none"> 1. Pupils who display COVID19 symptoms not sent into school 2. For pupils who display COVID19 symptoms during the day <ol style="list-style-type: none"> a. Child isolated in foyer outside school office and supervised by an adult wearing PPE (mask and gloves). The child will be reassured at all times. b. Parents contacted to come and collect their child, which should be done as quickly as possible. c. Parents collect child at front door. d. Parents should maintain social distancing and not come into the school building when collecting their child. e. Parents should arrange for their child to be tested for COVID-19. In the event of a negative test result pupil should return to school, so long as they do not continue to display symptoms, and feel well enough to do so. In the event of a positive test result the pupil needs to self-isolate for 7 days, although this may be longer if they feel unwell and continue to display symptoms. A child should only return to school when they are well enough to do so and no sooner than 7 days after being sent home. Family members, in line with current government guidance need to self-isolate for 14 days. 3. Pupils who become ill during the school day If a child complains of feeling unwell staff will make a judgment about whether they are able to wait in the class for their parent to come and collect them or if they need to be isolated. This will depend on the child’s symptoms. Please follow points 2c and 2d above when coming to collect your child. | | | |
| Remaining level of risk | Level of risk following use of control measures | | |
| HIGH | MEDIUM | LOW | VERY LOW |

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| Identify risk | Description of risk /hazard / challenge that could cause harm or injury – add detail about the type and location of hazards | | |
| Lack of social distancing in assembly | | | |
| Overall current level of risk before procedures put in place | | | |
| HIGH | MEDIUM | LOW | VERY LOW |
| Control measures | List of actions control / mitigate the reduce | | |
| <ol style="list-style-type: none"> 1. Whole school assemblies cancelled. 2. Assemblies delivered via Microsoft Teams in classrooms and children sit at tables / spaced out on carpet. | | | |
| Remaining level of risk | Level of risk following use of control measures | | |
| HIGH | MEDIUM | LOW | VERY LOW |

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| Identify risk | Description of risk /hazard / challenge that could cause harm or injury – add detail about the type and location of hazards | | |
| Contact of shared resources causing transmission of Coronavirus | | | |
| Overall current level of risk before procedures put in place | | | |
| HIGH | MEDIUM | LOW | VERY LOW |
| Control measures | List of actions control / mitigate the reduce | | |
| <ol style="list-style-type: none"> 1. Pupils given own set of equipment to use daily e.g. pencil / ruler / rubber. 2. Pupils not allowed to bring in items other than coat, lunch, hat and sun cream into school. 3. Pupils allocated iPad and laptops on a rota basis; adults wipe equipment clean prior to returning to trolley and at least daily. 4. Resources used cleaned daily with disinfectant / wipes. 5. PPA staff to take own pencil / pens etc into classroom. | | | |
| Remaining level of risk | Level of risk following use of control measures | | |
| HIGH | MEDIUM | LOW | VERY LOW |

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|---|---|-----|----------|
| Identify risk | Description of risk /hazard / challenge that could cause harm or injury – add detail about the type and location of hazards | | |
| Spread of virus due to lack of cleaning resulting in transmission of virus | | | |
| Overall current level of risk before procedures put in place | | | |
| HIGH | MEDIUM | LOW | VERY LOW |
| Control measures | List of actions control / mitigate the reduce | | |
| <ol style="list-style-type: none"> 1. New cleaning regime outlined and discussed with cleaner. 2. All surfaces, handles, toilets and hard surfaces to be cleaned and disinfected every day. 3. Resources that have been used each day will be disinfected to reduce the risk of transmission of the virus. 4. PPE is available for cleaning staff. 5. Soft furnishings and soft/cloth toys removed from use in the classrooms. 6. Cleaning products ordered and replenished as required. 7. Surface wipes available in classrooms for staff to use as required. 8. Teachers and PPA staff to wipe areas they have touched prior to leaving classroom. | | | |
| Remaining level of risk | Level of risk following use of control measures | | |
| HIGH | MEDIUM | LOW | VERY LOW |

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|---|---|-----|----------|
| Identify risk | Description of risk /hazard / challenge that could cause harm or injury – add detail about the type and location of hazards | | |
| Emotional distress of the children – unknown at present but assume at least for some pupils this will be HIGH | | | |
| Overall current level of risk before procedures put in place | | | |
| HIGH | MEDIUM | LOW | VERY LOW |
| Control measures | List of actions control / mitigate the reduce | | |
| <ol style="list-style-type: none"> 1. Children will be in class bubbles with a teacher/TA who will be with them during the day, as far as possible, and across the week. 2. Parents of individual pupils will help staff to identify and support their emotional needs. 3. Parents requested to communicate to staff if they are concerned about their child - communication between staff and parents must be clear if there are concerns. 4. Staff follow-up with parents if issues raised within school. 5. Non-standard curriculum delivered to support children’s well-being. 6. Pupils will be encouraged to seek support from members of staff within their class. | | | |
| Remaining level of risk | Level of risk following use of control measures | | |
| HIGH | MEDIUM | LOW | VERY LOW |

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|---|---|-----|----------|
| Identify risk | Description of risk /hazard / challenge that could cause harm or injury – add detail about the type and location of hazards | | |
| Emotional distress of staff – including anxiety | | | |
| Overall current level of risk before procedures put in place | | | |
| HIGH | MEDIUM | LOW | VERY LOW |
| Control measures | List of actions control / mitigate the reduce | | |
| <ol style="list-style-type: none"> 1. Inclusion in risk assessment. 2. All teachers have been asked to contribute to this risk assessment. 3. Support for any member of staff who requests this. 4. SLT member on site every day to share concerns with. 5. Risk assessment reviewed regularly based on ‘real events’ – risk assessment will remain flexible according to need. 6. Strict social distancing in the school office. 7. Office out of bounds to children and parents. 8. PPA delivered by identified staff, as far as possible. Staff to clean areas they have touched prior to leaving room. 9. If staff feel their safety is being compromised they should speak to HT / AHT so that action can be taken. | | | |
| Remaining level of risk | Level of risk following use of control measures | | |
| HIGH | MEDIUM | LOW | VERY LOW |