

| Context:   |   |                      |   |                    |  |
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| On 2 <sup>nd</sup> July 2020 the Government announced the full reopening of schools and colleges on 1 <sup>st</sup> September, asking primary schools to welcome back children in all year groups.   |   |                      |   |                    |  |
| The Government subsequently issued further guidance, last updated on 7 <sup>th</sup> August 2020.  |   |                      |   |                    |  |
| <b>The Government guidance on any risk assessment required is that it takes into account:</b>  |   |                      |   |                    |  |
| <ul style="list-style-type: none"> <li>• The potential health risks to the individual from COVID-19, bearing in mind any underlying health conditions, with advice from an appropriate health professional where required</li> <li>• The potential impact to the individual's wellbeing of changes to routine or the way in which provision is delivered.</li> </ul> |   |                      |   |                    |  |
| <b>The risk assessment should be focused on the best interests of the community, and in particular, their safety at this time.</b> It should also be understood that the risk assessment is not fixed; it is inevitably impacted by any changes in circumstances, e.g. staffing or environment, and so will require ongoing consideration and review.                |   |                      |   |                    |  |
| URN Number: 140224   |   |                      | Setting Name: Wellington Primary Academy  |                    |  |
| Overall RAG following risk assessment: H/M/L   |   |                      | Date of rating in conjunction with staff member w/c: 24/08/2020   |                    |  |
| Hazard   | Risk  | Initial Rating L,M,H | Existing Control Measures   | Final Rating L,M,H | Additional Action Required (action by whom and completion date – use separate action plan if necessary)  |
| Infection risks due to illness within the community (direct and indirect transmission)<br>Covid-19   | Contracting disease and passing it on to others | M                    | The following protective measures have been put in place to minimise transmission of Covid-19:<br><ol style="list-style-type: none"> <li>1. Ensuring all health and safety compliance checks have been undertaken before opening</li> <li>2. The latest advice on hygiene, cleaning measures and handling potential cases of the virus will be adhered to</li> <li>3. Drop-off and collection times will be staggered, and social distancing lines marked on the floor for parents and pupils to minimise adult to adult contact. A hand sanitizer station will be placed at school entry and exit points.</li> </ol> | L                  | <ol style="list-style-type: none"> <li>2. Daily DFE and School Effectiveness emails scrutinised for updates</li> <li>3. Masks to be worn in line with new Trust policy</li> <li>5. Regular updated information and posters sent home to parents and displayed in school</li> </ol> |

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|  |  | <ol style="list-style-type: none"> <li>4. Strips will be placed on the floor on site to enable social distancing whilst moving classes around the school and where possible, pupils will enter and exit the building via separately allocated areas. While in general, groups will be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.</li> <li>5. Posters will be in place reminding all stakeholders of the COVID-19 health and safety rules</li> <li>6. Pupils attending the setting will be organised into year group bubbles of no more than 60 pupils per small group with two teachers and up to 3 teaching assistants</li> <li>7. Adults within these bubbles will remain, as far as is possible, 2 metres away from each other and the children and adults will encourage good respiratory hygiene practices. The children will be encouraged to distance from one another, although some close contact may take place due to the pupils' ages and their level of understanding</li> <li>8. Adults will be supervising/encouraging children to ensure frequent, satisfactory hand cleaning</li> <li>9. Any assemblies will be held within the bubble either in the classroom or outside. Singing during assembly time will not take place</li> <li>10. In order to minimise social contact, each bubble will be allocated an outdoor area with a marquee to provide shade</li> <li>11. The start and end of the school day timings will be staggered, as will break and lunch times. This ensures that all children are not moving around the school at the same time. In order to ensure teacher contact time with pupils remains consistent with the offer prior to lockdown, break and lunch times will be slightly shortened for all year groups</li> </ol> | <p>6. If adults in bubble are absent, a new adult may be introduced following COVID guidelines.</p> <p>11. After 3 weeks of successful systems in place, these will be reviewed to minimise the waiting time for parents whilst still adhering to social distancing rules</p> <p>23. All adults should wear masks at drop off and pick up times</p> |
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|  |  | <ol style="list-style-type: none"><li>12. Classrooms will be organised in order that is possible to maintain space between desks where possible and pupils will be seated in a forward-facing position</li><li>13. Each classroom will have a cleaning station with hand sanitizer for use when entering and exiting the classroom</li><li>14. The use of reading and exercise books is permitted but should remain within the bubble. Where a teacher is required to share a text, a big book, or visualiser will be utilised as much as possible.</li><li>15. There is an expectation that lessons and activities will take place outdoors, where possible</li><li>16. Reading and exercise books will be kept within the pupils' bubble. Library books will be boxed and on a rotation. If marking exercise books, this should be done in the classroom wherever possible. When books are taken from a bubble into the PPA room or staff room, the area must be wiped down following use.</li><li>17. Play equipment will remain within bubbles. Any equipment that is required to be shared between bubbles is to be cleaned between groups of children using it, and multiple groups must not use it simultaneously</li><li>18. Unnecessary items are to be removed from classrooms and other learning environments and stored in the classroom locked cupboard.</li><li>19. Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) will be removed and placed in the classroom locked cupboard.</li><li>20. In order that staff and pupils can avoid contact with anyone with symptoms at the setting, a separate room will be allocated for anyone displaying symptoms and a separate toilet allocated, where possible.</li><li>21. The setting will be cleaned at regular intervals throughout the day</li></ol> |  |  |
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|                                |  |   | <p>22. Each classroom will be provided with antibacterial wipes in order that tables and IT equipment can be wiped down</p> <p>23. Visitors to the school will be asked to supply their contact details as well as detail of who they are visiting in order that the school can ensure the 'NHS Test and Trace guidance' is followed and those who have had close contact alerted</p>  |    |   |
| Lack of communication of plans | Community inadvertently contracting and/or contributing to spreading virus | M | <p>The following plans will be communicated with children, parents, carers or any visitors, such as suppliers:</p> <ol style="list-style-type: none"> <li>1. They must not enter the setting if they are displaying any symptoms of coronavirus (following the <a href="https://www.gov.uk/government/news/new-guidance-for-households-with-possible-covid-19-infection">https://www.gov.uk/government/news/new-guidance-for-households-with-possible-covid-19-infection</a>)</li> <li>2. Ensure parents are aware that should their child exhibit symptoms, they must collect them within 30 minutes of the school contacting them. When parents arrive, an adult will escort their child to the gate as parents will not be admitted onto school premises, except in rare circumstances. Should a parent require entry onto the school site, they will only be admitted into the reception area, and should wear a face covering and use hand sanitiser before entering the building</li> <li>3. Only one parent should attend the setting if their child needs to be accompanied to school</li> <li>4. Parents/carers will be informed of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)</li> <li>5. Ensure that parents are clear that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</li> </ol> | LL | <ol style="list-style-type: none"> <li>1. SLT will make the final decision about whether a child will be sent home.</li> <li>4. Regularly communicated changes to be consulted week beginning 21/09/20</li> <li>5. Parents should follow social distancing rules and masks should be worn in line with new Trust policy</li> <li>6. Local PCSOs contacted week commencing 14/09/20 and fixed penalty notices will be issued.</li> <li>7. Weekly whole school meetings taking place with updates.</li> </ol> |

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|   |   |   | <ol style="list-style-type: none"> <li>6. Ensure parents are aware that there is no parking available in the MUGA or staff car park, and remind parents to park with consideration of the schools' neighbours and in compliance with local parking regulations</li> <li>7. Inform staff of the school's plans (for example, safety measures, timetable changes and staggered arrival and departure times), and discuss whether training would be helpful</li> <li>8. Communicate early with contractors and suppliers in order to support opening plans for example, cleaning, catering, food supplies, hygiene suppliers</li> <li>9. Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this</li> </ol> |   |   |
| Increased risk of spreading virus through unnecessary contact       | Exponential risk of 'r factor' increase | L | <p>Keep cohorts together as much as possible:</p> <ol style="list-style-type: none"> <li>1. Children will be kept in the same year group bubbles at all times each day, and different groups will not be mixed during the day, or on subsequent days</li> <li>2. The same teacher(s) and other staff will be assigned to each group and, as far as possible, these will stay the same during the day and on subsequent days with minimal contact from other school staff</li> <li>3. Children will use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day and the week</li> <li>4. Children will be seated at the same desk each day</li> </ol>  | L | 2. Week commencing 07/09/20<br>Sports coaches introduced to identified bubbles following COVID guidance |
| Hygiene lapses allow for increased contamination to surfaces and/or | Exponential risk of 'r factor' increase | L | <p>For cleaning and hygiene:</p> <ol style="list-style-type: none"> <li>1. The Trust will follow the guidelines in <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></li> </ol>   | L |   |

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| <p>equipment and school community</p> |  | <ol style="list-style-type: none"> <li>2. The school will ensure that sufficient handwashing facilities are available. Where a sink is not nearby, the school will provide hand sanitiser in classrooms and other learning environments</li> <li>3. Bins will be provided in each classroom and will be routinely emptied and disposed of throughout the day</li> <li>4. Surfaces that children are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, will be cleaned more regularly than normal</li> <li>5. All adults and children will: <ol style="list-style-type: none"> <li>a. frequently wash their hands with soap and water for 20 seconds and dry thoroughly</li> <li>b. clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing</li> <li>c. be encouraged not to touch their mouth, eyes and nose</li> <li>d. use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> </ol> </li> <li>6. The school will ensure that help is available for children who have trouble cleaning their hands independently</li> <li>7. Teachers will be asked to consider how to encourage young children to learn and practise these habits through games, songs and repetition</li> <li>8. Where possible, all spaces will be well ventilated using natural ventilation (opening windows) or ventilation units. Teachers will be encouraged to utilise outdoor learning where possible</li> <li>9. Doors will be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> <li>10. Parents will be encouraged to wash their child's school uniform following a day in school, or as regularly as is possible</li> </ol> |  |
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| Increased risk of spreading virus through unnecessary contact | Exponential risk of 'r factor' increase  | L | <p>Reduce mixing within setting by:</p> <ol style="list-style-type: none"> <li>1. Accessing rooms directly from outside where possible. Where this is not possible, routes into the classroom will be carefully planned in order to minimise pupils passing in the corridors</li> <li>2. Breaks will be staggered to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time and a one-way system implemented</li> <li>3. Lunch breaks will be staggered - children will clean their hands beforehand and enter in the groups they are already in, groups will be kept apart as much as possible and tables will be cleaned between each group</li> <li>4. Key Stage 2 pupils will eat packed lunches in the classroom in order to minimise numbers in the dining hall</li> <li>5. The number of children who use the toilet facilities at one time will be limited, ensuring that toilets do not become crowded. If a pupil needs the toilet during lesson time, Key Stage 1 pupils will be escorted to the correct toilets and the adult will check the toilets are not in use by children from another bubble prior to the pupil entering</li> <li>6. Some children will need additional support to follow these measures (for example, social stories to support them in understanding how to follow rules)</li> </ol> | L | 7. Sports coaches to carry out activities with identified bubbles following COVID guidelines. |
| Use of indoor areas increases risk of viral spread            | Increased transmission of virus and less allowance for distance between children and staff | L | <p>Use nominated outside space:</p> <ol style="list-style-type: none"> <li>1. for exercise and breaks</li> <li>2. for outdoor education, where possible</li> <li>3. outdoor equipment will not be used unless it is appropriately cleaned between groups of children using it. Multiple groups will not use it simultaneously.</li> </ol>  | L |   |
| Increased risk of spreading virus through                     | Exponential risk of 'r factor' increase  | L | <p>For shared rooms:</p> <ol style="list-style-type: none"> <li>1. Class groups will take staggered breaks and can share areas such as the hall and dining area as long as different</li> </ol>  | L |   |

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| unnecessary contact   |   |   | <p>groups do not mix and adequate cleaning between groups is in place. Staff will follow the <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <ol style="list-style-type: none"> <li>Use of the staff room will be staggered and limited to staff members getting a drink in order to limit occupancy. Staff may only utilise the staffroom with adults from their own bubble</li> </ol>  |   |  |
|   |   | L | <p>The school will reduce the use of shared resources:</p> <ol style="list-style-type: none"> <li>by asking staff to limit the amount of shared resources that are taken home and to limit exchange of take-home resources between children and staff</li> <li>by seeking to prevent the sharing of stationery and other equipment where possible. Pupils are expected to bring in their own writing resources. Any shared materials and surfaces will be cleaned and disinfected more frequently using the wipes provided</li> <li>and practical lessons can go ahead if equipment can be cleaned thoroughly between cohorts</li> </ol> | L |  |
| Increased risk of spreading virus through unnecessary contact | Exponential risk of 'r factor' increase | L | <p>Adjust transport arrangements where necessary including:</p> <ol style="list-style-type: none"> <li>The school will encourage parents and children to walk or cycle to school where possible</li> <li>Ensure parents are aware that there is no parking available in the MUGA or staff car park, and remind parents to park with consideration of the schools' neighbours and in compliance with local parking regulations</li> <li>The school will ensure that transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus</li> </ol>  | L | <ol style="list-style-type: none"> <li>Identified area for pupil bicycles to be left.</li> </ol> |



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|  |  |  | <ol style="list-style-type: none"><li>4. The school will ensure that transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers</li><li>5. The school will cordon off seats where vehicle capacity allows, to help passengers spread out</li></ol> |  |  |
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