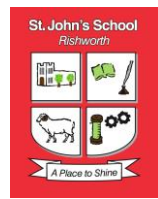


St John's CE Primary School.



COVID 19 – Risk assessment for full return to school

Date of Risk Assessment: 26th February 2021

This risk assessment should be completed in line with Government guidance for the particular challenges of St John's school and reviewed regularly as and when circumstances change. All staff need to be issued with the risk assessment relevant to their work and this must be recorded. All documents should be version controlled and saved each time they are revised rather than over-typed. This will enable easy retrieval of the relevant document applicable at any material time if required.

The risk assessment is to demonstrate that St John's school is reducing and mitigating risk so far as is reasonably practicable following the most up to date Government advice. If the guidance cannot be achieved after plans have been put in place then the school has to consider whether that activity or part of the school should be open.

COVID is a biological agent and comes under the COSHH Regulations and Health and Safety at Work Act. If we require any assistance with this process we will contact our health and safety consultant/adviser.



The Activity What are the Hazards?	Who might be affected?	What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?	Are there any further actions necessary?	Action by whom?	Action by When?	Done
<p>General controls to prevent risk of infection</p>	<p>Staff, visitors, pupils, contractors</p>	<p>General controls and instruction to staff throughout the school:-</p> <ul style="list-style-type: none"> - Risk assessment and amended procedures have been shared with all members of staff - Children allocated year groups and classes to limit mixing, but allow for maximum educational impact - Increased cleaning regime - Hand washing facilities and sanitising stations in place both in toilets and classrooms and pupils instructed and supervised using these regularly - Staff or pupils who may become symptomatic to be reminded to stay home and get a test - Guidance from government and LA considered in school planning - Non-fire safety doors to be propped open to allow ventilation and reduce touch points - Windows to be opened each morning throughout the whole building to allow adequate ventilation - Teachers to be encouraged to teach lessons outdoors where possible – and co-ordinate this with each other - KS1 and office staff to use staff room and facilities and chairs altered to ensure social distancing. Staff encouraged to take lunchbreak outside when fine. KS2 staff to have lunch in KS2. - School will have gel dispensers at main entrance - Staff will be issued with personal hand gel bottles which can be refilled - Gloves will be provided where necessary - Regular cleaning of key touch points such as door handles – will be done regularly by staff with cleaning responsibilities – and recorded - Any equipment passed between staff will be cleaned before use - Limitation of materials being taken home or brought 	<ul style="list-style-type: none"> - Establish cleaning rota throughout the day – adults with each group to be responsible for wiping down surfaces/equipment during the day or supervising children doing this - Establish a record of cleaning for each room - Regular cleaning throughout the day – all rooms to have cleaning equipment, tissues and lidded bin available. Record of cleaning undertaken in each room. - Full clean each day at end of school day of whole school - Reminders of regular hand washing: verbal/ posters/ letters - Promote the ‘catch it, bin it, kill it’ approach - Reminder to parents and staff that symptomatic people are not to attend school and be tested asap, informing school of the results - Should child/staff member test positive, Head to contact public health and follow their advice - Door guard to be purchased and fitted for doors that need to be kept open - Ensure sufficient PPE and gel dispensers in stock 	<p>DH/MD</p> <p>All staff</p> <p>DH/MD</p> <p>JW</p> <p>MD</p> <p>MD</p> <p>MD</p> <p>All staff</p> <p>All staff</p> <p>JW</p>	<p>Prior to school opening</p> 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>GL (H and S) visit</p>

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		<ul style="list-style-type: none"> - in by pupils to mitigate the risks - All staff to wear masks in communal areas: corridors/office - H and S adviser to assess site prior to full reopening 				
Use of Classrooms	Staff, Visitors, Pupils	<ul style="list-style-type: none"> - Classroom furniture reorganised to allow for maximum spacing between children - Children to all be front-facing where possible - Follow government guidance to plan for full classes with some year group teaching in the morning - Windows are opened every morning for good ventilation - Classes/Year groups to be consistent with regular staff and pupils to limit mixing and contact – approx. 20 children when possible to reduce contacts - Children who return to a class in the afternoon to sit at different side of room (near door) to those who have been in class all day - Children to sit next to same partner eg: Class 3 Y4 pairings to be the same whilst in year 4 group(am) and in class 3 (pm) - Classrooms to be regularly cleaned - Social distancing to be promoted while in these smaller groups where possible - Classrooms that can be accessed/egressed from playground to use these access points instead of going through school – where it is deemed safe to do so - Phones – landlines will be wiped down after every use. 	<ul style="list-style-type: none"> - Staff to have taped off teaching space at 2m distance where possible from the children – this will be more easily maintained when children in year groups of approx. 20. - Where a child's table is close to the sink temporary screen (mobile whiteboard) to be put in place if table cannot be moved - Ensure staffing is adequate to cover comfort/lunch breaks - Classroom surfaces wiped regularly during the day – ks2 children may wipe their own table under supervision - Items not to be brought into school/taken home - CI 2 to use their door whenever possible 	MD JW All staff JW MD/ Cleaner All staff Office staff		<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
Provision in Early Years	Staff, Pupil Visitors	<ul style="list-style-type: none"> - EYFS ratios still to be met - Class to have regular staff and encouraged to have some of class outside most of the time - Personal contact cannot be avoided in such setting - All soft furnishings have been removed as per guidance 	<ul style="list-style-type: none"> - Govt guidance: EYFS ratios groups maintained - Outdoor space to be used to its full potential - Children to be trained to play in different areas 	SLT HK HK	Prior to school opening	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓

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Use of Corridors	Staff, pupils, visitors	<ul style="list-style-type: none"> - Children can pass in corridors as this is low risk but where possible this is to be avoided - Where possible establish a one way system to prevent crossing on the corridors - Groups to have designated route through school to field/playground to avoid coming into contact with other groups where possible 	<ul style="list-style-type: none"> - Children reminded not to touch each other and try to stay 1m apart where possible - 1m distance markers to be established along corridors - Staggered timetable to reduce crossing in corridor - Teachers to be allowed access to emails/mobile phones so they can communicate with each other without leaving the classroom - Remind children to keep to left - Additional list of school rules to be established and shared with teachers to deliver via PowerPoint presentation. - Teachers then to share a child friendly presentation with their class 	DH MD JW JW DD RB DD	Prior to school opening	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓
Use of toilets and cloakrooms	Staff, pupils, visitors	<ul style="list-style-type: none"> - Available hand washing facilities with instruction to use these facilities on arrival, after using the toilet, after break, when changing room and prior and after to eating. - Regular cleaning of toilet facilities throughout the school - Ensure that numbers of pupils using the toilets at any given time is restricted - Cloakrooms segregated by classes to prevent mixing - Paper hand towels provided 	<ul style="list-style-type: none"> - Class 1 and 2 children to use their toilets - KS2 children to use KS2 toilets during scheduled time - KS1 children to hang coats outside their classrooms - KS2 cloakroom used by class 4 only – doors propped open - Class 3 and 5 to leave belongings in classroom 	All staff RB/DH RB/DH	Prior to school opening	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓
Use of the playground and outdoor play equipment	Staff, Pupils, Visitors	<ul style="list-style-type: none"> - Stagger break/ lunchtimes where available to do so or segregate into different playgrounds/sections of the field if possible. - Continue to promote social distancing where possible. - Toys and equipment should not be shared unless cleaned in-between - 	<ul style="list-style-type: none"> - SLT to create staggered/distanced playtime/lunchtime timetable - Field and playground to be segregated (field divided to quarters – max 1 group/quarter, playground divided in half outside main door) - Each class to be allocated their 	SLT MD All staff	Prior to school opening	<ul style="list-style-type: none"> ✓ ✓ ✓

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			<p>own playground equipment and each child within that group has own toy. Items wiped down after use</p> <ul style="list-style-type: none"> - Trim trail out of use and taped of accordingly as are railings where children congregate - Classes to access outdoors from their nearest safe exit 	All staff		
			<ul style="list-style-type: none"> - Trim trail out of use and taped of accordingly as are railings where children congregate - Classes to access outdoors from their nearest safe exit 	All staff		✓
Drop off/collection areas with parents	Staff, pupils, visitors, parents	<ul style="list-style-type: none"> - Parents/ carers informed of their pick up/ drop off times and points - If bottle neck/ areas in which children in their allocated groups cannot be distant then stagger starting/ finishing times - Mark floor pick up point with 1m separation distance (strong adhesive tape) and put up reminder posters on the fences 	<ul style="list-style-type: none"> - Automatic gate opening to be disabled – staff to control manually - Staggered collection/drop-off times established via letter – with gap between classes - Some classes will be dismissed via main exit, some via side exit 	JW		✓
				DH/MD		✓
						✓
Catering and use of existing food hall	Staff, pupils, Visitors	<ul style="list-style-type: none"> - Deliveries to be contactless where possible. - Hygiene standards to be maintained - Regular cleaning of kitchens and areas used for eating - Food will be delivered to KS2 classrooms and KS1 will eat a class at a time in the hall 	<ul style="list-style-type: none"> - Deliveries left at gate – communicate via intercom - Hot meals to be provided - KS1 classes to be screened off from each other in the hall with cleaning down in between - KS2 to eat lunch in classroom – tables cleaned before and afterwards 	RoB	Prior to school opening	✓
				LH		✓
						✓
						✓
Reception area	Staff, Pupils, Visitors,	<ul style="list-style-type: none"> - Parents informed first point of contact is to call the school instead of face to face - The design of the reception area may already create a barrier between front facing staff and others - Children to enter the school via other entrances other than reception if possible 	<ul style="list-style-type: none"> - School office closed to parents. Door and hatch to be kept closed and 1 member of staff to be working in there at any one time and staff able to do short photocopying tasks at 2m distance in marked area with back to office staff (2nd office staff member may work in staff room) - Teachers to complete photocopying before and after school where 	JW	Prior to school opening	✓
				RoB		✓
						✓
				All staff		✓
						✓

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		<ul style="list-style-type: none"> - Hand gels and wipes to be provided on the main entrance into the school 	<ul style="list-style-type: none"> - possible and wipe down in between users - Dismissal organisation to be considered: 2 classes: main gate, 3 classes : small playground to path - Children to be held in relevant playground at 1m distance from one another and released when parent arrives 	JW/DH		✓
Clinically vulnerable and extremely clinically vulnerable	Staff, pupils, visitors	<ul style="list-style-type: none"> - Staff identified as extremely clinically vulnerable will return to school to conduct work which allows for maximum social distancing. - Those who are extremely critically vulnerable are not to return to work if their doctor/government advise as such. - Staff will be asked to inform SLT re any health issues before they return to work. - Clinically vulnerable staff(and all staff) to be offered PPE for daily work if requested and to discuss detail of their role with their line manager – adjustments to be made where possible 	<ul style="list-style-type: none"> - Staff questionnaire to be revisited prior to return to school - SLT advised of any new issues - Staff instructed to update line manager with any changes to questionnaire/health issues - Keep in contact with those who are shielding 	JW JW DH	Prior to school opening	✓ ✓
Staff well-being	Staff	<ul style="list-style-type: none"> - Staff questionnaire to be revisited to identify staff health issues/personal concerns etc – staff to be requested to inform SLT of any changes to original responses. - All staff to be encouraged to raise ideas for improvements/concerns with line manager 	<ul style="list-style-type: none"> - Calderdale approved questionnaire shared with all staff to be reviewed and updated as necessary - Any issues discussed at staff meeting - Staff encouraged to have lunch break outside when fine 	JW SLT	Prior to school opening	✓ ✓ ✓
Staff contingency arrangements	Staff, pupils	<ul style="list-style-type: none"> - Ensuring there is a plan in place to have a suitable and sufficient staff to pupil ratio which may include having cover staff. - All diagnosed cases of COVID to be reported to the Health and Safety team (and to HSE under RIDDOR where required) 	<ul style="list-style-type: none"> - Ensure staff are aware of the reporting procedure to highlight if they have any symptoms – staff reminded of test and trace system 	JW JW	Prior to school opening	✓
Area for isolation/first aid and separate toilet	Staff, Pupils,	<ul style="list-style-type: none"> - The KS2 group room 1 has been identified as an appropriate area which will be used for first aid. The room will be cleaned after each treatment 	<ul style="list-style-type: none"> - Clear and clean this room - Move all first aid equipment to this room - Label door 	PF	Prior to school opening	✓ ✓ ✓

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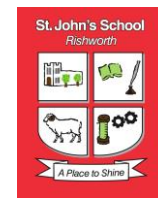
<p>Symptomatic staff or pupils</p>	<p>Staff, visitors, pupils</p>	<ul style="list-style-type: none"> - Procedure in place for isolating staff and pupils who are symptomatic before they are sent for testing - Staff referred for testing if they have been in contact with a person diagnosed with COVID or if they display symptoms - The KS2 group room 2 is available for isolation for any child who is symptomatic so they can wait for a parent to collect them. Room should be well-ventilated. - Area in which symptomatic people are awaiting collection will be cleaned after use - Staff and children are eligible for testing - Those staff who are required to undertake close supervision of child while awaiting collection will be provided with fluid resistant face mask, gloves and apron, these will be kept in the site manager's room. If there is a risk of bodily fluids splashing the eyes (eg: through coughing/vomiting) then eye protection should also be worn. If possible staff can observe the child through the glass door. - 999 will be called in any emergency situation such as if someone is having difficulty breathing. 	<ul style="list-style-type: none"> - Clear and clean this room - Label door - Staff to be required to raise any health concerns with SLT to ascertain whether they are fit to attend school. - Establish a clear procedure of how to access test and trace system following government guidance - School registered for testing of key workers 	<p>SLT SLT RoB</p>	<p>Prior to school opening</p>	<p>✓ ✓ ✓ ✓ ✓</p>
<p>Assembly & gatherings</p>	<p>Staff, Pupils Visitors</p>	<ul style="list-style-type: none"> - Where possible assemblies for the school will be avoided and done in classrooms on PowerPoint - If assemblies/gatherings are conducted groups are minimal and social distancing is adhered to. 	<ul style="list-style-type: none"> - Collective worship in classes, some to be recorded and shared across whole school - No singing at current time 	<p>All staff-HK lead</p>	<p>Prior to school opening</p>	<p>✓</p>
<p>Transport arrangements</p>	<p>Staff, Pupils, Contractors</p>	<ul style="list-style-type: none"> - Parents to drop child at main gate without getting out of car. Member of staff waiting at gate and main door. - Staggered collection – details class dependent 	<ul style="list-style-type: none"> - Create timetable – teachers in classrooms, Head, Office manager and site manager plus any available staff outside. 	<p>JW/RoB</p>	<p>Prior to school opening</p>	<p>✓ ✓</p>
<p>Personal Protective Equipment (PPE)</p>	<p>Staff, Pupils</p>	<ul style="list-style-type: none"> - PPE not routinely used in school, in line with national guidance - PPE required for personal care only - Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs continue to receive their 	<ul style="list-style-type: none"> - Inform staff of the requirements for PPE and provide information for their safe usage – fluid resistant mask, gloves, apron and possibly eye protection for dealing with a sick child 	<p>JW</p>	<p>Prior to school opening</p>	<p>✓ ✓</p>

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		<ul style="list-style-type: none"> - care in the same way - PPE to be sourced prior to opening - PPE signed out when used - Risk assessment already in place for children with intimate care need (PPE to continue to be used in usual way) - <i>Government advice is that face masks / visors are not necessary in this situation</i> 	<ul style="list-style-type: none"> - Create a PPE signing out sheet – staff to record when and why it is used - If staff wearing own masks, they should not be taken back and forth from home to school etc – to avoid infection 	MD		✓
Home visits into the property	Staff, Families, Pupils	<ul style="list-style-type: none"> - No home visits to be conducted for those who are currently shielding or those who are symptomatic - Hand sanitiser provided for staff required to conduct home visits - Staff advised to change clothing after a home visit - Home visits can be conducted 2m from outside the front door (any concerns will be directed to social services/EWO in the normal manner) 	<ul style="list-style-type: none"> - Establish/ update home visit procedure to include COVID19 controls. 	SLT	Prior to school opening	✓
Visitors & Contractors in schools		<ul style="list-style-type: none"> - Where possible we will avoid visitors and contractors from attending the school - Where necessary we will obtain confirmation that those who will be on site are not showing signs of COVID19 - Provide handwashing or hand sanitiser facilities for visitors/ contractors - Allow for social distancing for the contractor while in place such as contactless signing in by office staff, hand washing - Any supervision conducted with a distance of at least 2m - Relevant areas of the building to be cleaned after any contractors have attended in the school holidays/weekends 	<ul style="list-style-type: none"> - Aspects relating to COVID to be included in the contractor rules for the school. - Contractors and visitors to establish in writing (via email) they are not showing symptoms of COVID19 not earlier than 24hours before arrival on site or a declaration to be established for signing in. 	RoB/ MD	Prior to school opening	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓
Physical restraints/ comforting, first aid	Staff, pupils	<ul style="list-style-type: none"> - Ensure team teach training has been achieved by teachers who are required to carry out physical restraining - Ensure wash facilities are available after a close contact event - No child or member of staff should be in school if they are symptomatic - Head teacher to reassess inclusion policy based on 	<ul style="list-style-type: none"> - Discuss close contact procedures with young children with staff at staff meeting 	All staff	Prior to school opening	✓

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		each case as it arises				
Waste	Staff, pupils	<ul style="list-style-type: none"> - Waste to be regularly removed from within the building and in the outdoor bins 	<ul style="list-style-type: none"> - Source lidded bins with foot pedal for each room – more large ones - If someone is symptomatic any tissues or waste to be bagged up in yellow bags and disposed of in contaminated waste bin 	DH/MD	Prior to school opening	<ul style="list-style-type: none"> ✓ ✓
Health and Safety general considerations	Staff and pupils	<ul style="list-style-type: none"> - School will continue to maintain all statutory requirements for maintenance of mechanical and electrical systems e.g. water system, fire system etc. - Site inspection to be conducted prior to reopening of the school - Security on external gates and perimeter to be monitored by senior management and the office manager as the school will be more open accessible with staggered starts etc. - Lockdown procedure has been reviewed and the new arrangements have been given to staff 	<ul style="list-style-type: none"> - 2nd office staff member to monitor cctv whilst gates are open for drop off/pick up - Social distanced fire drills/lockdown drill to start in September 	RoB/ MD SLT with RoB/ MD JW	Prior to school opening	<ul style="list-style-type: none"> ✓ ✓

Assessors Name:.....

Assessment Review Date:.....