



September 2020 Covid-19 Risk Assessment

Location / Site	Insert location and site where activity taking place
Stoke Row Church of England Primary School	
Activity / Procedure	Insert name/type of activity or procedure being assessed
Whole School Return Following COVID-19 Lockdown (September 2020)	
Assessment date	Insert date when assessment is being carried out
17 th September 2020. This risk assessment will be reviewed in line with new national guidance.	

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

Government guidance for schools states:

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

“The advice seeks to support staff working in schools, colleges and childcare settings, to deliver this approach in the safest way possible, focussing on measures they can put in place to help limit the risk of the virus spreading within education and childcare settings.”

“In education, childcare and social care settings, preventing the spread of the coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and

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coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this.”

This risk assessment is based on the Government publication ‘Guidance for full opening: schools (updated 17th September 2020)’ which is part of the publication ‘Education and childcare during coronavirus’.

The assessment uses ‘the system of controls: protective measures’. They are as follows:

System of controls

This is the set of actions schools must take. They are grouped into ‘prevention’ and ‘response to any infection’ and are outlined in more detail in the sections below.

Prevention:

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) Clean hands thoroughly more often than usual.
- 3) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.
- 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
- 5) Minimise contact between individuals and maintain social distancing wherever possible.
- 6) Where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

- 7) Engage with the NHS Test and Trace process.
- 8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
- 9) Contain any outbreak by following local health protection team advice.

Numbers 7 to 9 must be followed in every case where they are relevant.

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<u>Identify hazard</u>		System of Control Number 1	
Child or member of staff falling ill with COVID-19 due to attending school with symptoms			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. If a child or member of staff develops symptoms they will be sent home and will be told to follow the 'stay at home guidance'. They must self-isolate for at least 10 days and should arrange to have a test. Other members of the household, including siblings, should isolate for 14 days from when symptomatic person first had symptoms. 2. If a child is awaiting collection, they will be moved to the library. The windows will be opened and staff will wear PPE. If they need to go to the bathroom, while awaiting collection, this will be thoroughly cleaned down afterwards. 3. A set of PPE will be placed in the library and in the Sapling cupboard. 4. If the child who is symptomatic has a sibling or siblings, they will also be taken to the library and sent home at the same time. 5. In an emergency, 999 will be called. 6. Staff who have supported someone who is ill do not need to go home unless they too have symptoms (then they should self-isolate and get tested), or the symptomatic person tests positive, or if they have been requested to do so by NHS Test and Trace. 7. Staff who have been supporting someone who has been ill must wash their hands thoroughly with soap and running water for 20 seconds. The library will be cleaned thoroughly. 8. If the person that is ill has a negative test, they can return to school when they are well enough to do so. 9. If the person who is ill tests positive, please see System of Control Number 8 and refer to the PHE South East Health Protection Team flowchart, produced 10.6.20. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		System of Control Number 2	
Child or staff member falling ill due to poor hand hygiene			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. An agreed timetable for washing hands will be in place and teachers will explain this to the children – on arrival at school, before break, after break, before lunch, after lunch, after any 			

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<p>PE lessons and before home time. Hand sanitiser or handwashing is fine depending on different class set-ups.</p> <ol style="list-style-type: none"> 2. Hands dried thoroughly using disposable paper towels that are then put in closed top bin (not recycling). 3. Staff will monitor the children to ensure the timetable is adhered to. 4. Hand sanitiser stations will be located at the door to every classroom. 5. The stock of sanitiser and soap will be carefully monitored and Elise, our office administrator, responsible for Health and Safety, will ensure that there is always plenty in supply. Hand sanitiser refills kept in the cupboard under the stairs in the office. 6. Teaching staff will ensure that all hand basins have appropriate signage above them instructing children on how to wash their hands. 7. In Bubble class, soap will be added to the water tray every time it is used. The sand will be raked regularly and sprayed with Milton. 8. Where possible, staff will move around the school on the outside and not go through classrooms and corridors. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		System of Control Number 3	
Child or staff member falling ill due to poor respiratory hygiene			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children are continually reminded about the ‘catch it, bin it, kill it’ approach. 2. Posters displaying the message are refreshed around the school site. 3. Classrooms will be well ventilated and windows open when possible – we will work outside if the opportunity arises. 4. All classes to have an appropriate supply of tissues that all children can access easily. 5. The stock of tissues will be carefully monitored and Elise, our office administrator, responsible for Health and Safety, will ensure that there is always plenty in supply. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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<u>Identify hazard</u>		System of Control Number 4	
Child or staff member falling ill due to lack of cleaning			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Written cleaning schedule for cleaning staff in place – staff asked to complete tick sheet once additional cleaning complete. 2. Each classroom team to discuss who is responsible for specific cleaning areas. 3. Frequently touched surfaces (desks) will be wiped down during the school day, at break time and lunchtime (by Julie) and the end of the day by support staff or teaching staff. 4. At lunchtime, once the children have had their lunch, staff will clean door handles and taps in the toilet blocks and spray the flush. 5. The office area will be cleaned by the office staff who have their own cleaning checklist. 6. We will have some wipes by the photocopier and everyone will wipe it down once they've used it. 7. At the end of the day all desks, door handles and frequently touched surfaces to be thoroughly cleaned. 8. At the end of the day all toilets to be thoroughly cleaned by usual cleaning staff. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		System of Control Number 5	
Child or staff member falling ill due to lack of social distancing			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. We will be a whole school 'bubble' – children will mix outside at playtimes and lunchtimes but we will not gather inside as a whole group; we will not have whole school assemblies in the church. 2. The children are able to mix for before and after school clubs provision as we are one bubble. 3. There will be no use of communal teaching spaces (the church). 4. Lunches will be eaten in classrooms and tables wiped before and after use – up until October half term the choice will be either a packed lunch provided by Aspens or home packed lunch – see lunchtime plan. 			

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5. Collective worship will take place in individual classes and Celebration Assembly/Monday Values Assembly to be delivered virtually with children in their own classrooms.
6. All PE to take place outside – any sports played will be done so that direct contact is avoided, e.g. football can be played, but no tackling.
7. We will minimise, as far as possible, the amount of movement of staff between classes.
8. Computing lessons to be delivered by the class teacher and laptops to be wiped thoroughly in between use.
9. Wherever reasonably possible, staff to maintain a 2-metre distance between themselves and the children.
10. Children can sit side by side but must all be facing the same way.
11. Staff to adhere to social distancing rules in the corridors and the staffroom – no more than 3 members of staff in the staffroom at once.
12. ELSA room to be used as an additional space for staff to go during a break – 2 people at the most.
13. There will be no need for children to move around the school. They will leave their rooms by the external doors. Contact with the office will be via e-mail or office 365 messenger (TEAMS).
14. Children will not be permitted into the staffroom as an additional teaching space – this room will be kept for staff only.
15. Children will not be asked to go to the photocopier to collect things unless they are with a member of staff.
16. There will be a staggered time for dropping off and picking up. The timings are as follows:

Dropping Off

8.40 am	Surnames A – G
8.45 am	Surnames H – P
8.50 am	Surnames Q – Z

Picking Up

3.10 pm	Surnames A – G
3.15 pm	Surnames H – P
3.20 pm	Surnames Q – Z

17. Parents will be asked to wait just outside the school gates and drop off/collect their child as quickly as possible so as to not gather in a group (parents of Bubble class children will be allowed to drop their children off at the Bubble class garden gate and collect from the fire exit door for the first week and a half of term to help settle them in but they will not be allowed in the classroom).
18. Any parent wishing to visit the school site must have an appointment to do so.
19. Only one parent will be allowed in the school reception area at any one time.
20. Visitors will be limited to supply teachers, maintenance and building contractors, specialist staff supporting SEND or the most vulnerable, and peripatetic music teachers. Visitors will sign in using their own pen. Visitors should report to the school office as normal and will be taken to the class or space where they are working. All visitors must sanitise their hands on arrival.
21. Any parental meetings will take place virtually or via telephone.
22. Any instrument that is blown (woodwind, brass, recorders, etc.) can't be used. Singing cannot take place either.
23. Resources must be cleaned regularly. Staff will ensure that this will happen.

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24. SEN children will have their own box of resources and when possible this will be kept separate from the other children. Cleanliness will be monitored by 1:1 TAs and objects cleaned where possible.
25. Children will be provided with their own pack of stationery. They should not bring anything other than a lunchbox, water bottle, reading book and a coat/hat. They may bring a bag. Pupils in Ocean class may bring in their own pencil case – this must be left at school.
26. Resources that are shared will be cleaned at the end of each day – they will be cleaned immediately if a child has sneezed. If they can't be cleaned they need to be left for 48 hours (72 hours if they are plastic).
27. Outdoor play equipment can be used and there is a rota in place for this – one class per day. Children will need to wash their hands thoroughly before and after use.
28. Any resources that staff take home must be cleaned appropriately before being returned to school.
29. First aid at playtimes will be administered by lunchtime supervisors, where possible outside. There will be at least one member of staff in the staffroom to administer further first aid if needed.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW*	NEGLIGIBLE

<u>Identify hazard</u>		System of Control Number 6	
Child or staff member falling ill due to not wearing appropriate PPE			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. If staff are attending a person who is symptomatic, appropriate PPE will be worn (see system of control number 1). 2. Face coverings do not need to be worn in school apart from when supporting a member of staff or child who may have symptoms (see system of control number 1). If a pupil arrives wearing a face covering, they will be instructed to remove it following the guidance (page 11). 3. If staff choose to, they can wear a face mask or plastic guard if they feel it is appropriate to do so. For example, when working in close contact giving tuition, and when giving support in a small area such as removing items of clothing, tying shoelaces, or giving toileting support. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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Identify hazard	System of Control Number 7		
Child or staff member falling ill due to not engaging with the NHS Test and Trace Process			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<p>The following measures are taken directly from the guidance:</p> <p><i>Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</i></p> <ul style="list-style-type: none"> • <i>book a test if they are displaying symptoms. Staff and pupils must not come into the 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 their parents/carers if using a home testing kit.</i> • <i>provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace.</i> • <i>self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19).</i> • <i>Take a test provided to them by the school if they are unable to access a test elsewhere and their absence would mean a group of children or a class not being able to continue to attend school.</i> <p><i>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</i></p> <p><i>Schools should ask parents and staff to inform them immediately of the results of a test:</i></p> <ul style="list-style-type: none"> • <i>if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</i> • <i>if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</i> • <i>Staff will also take personal responsibility to let other staff members know if they become aware they have been in direct contact with Covid-19.</i> 			

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Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		System of Control Number 8	
Child or staff member falling ill due to confirmed cases of coronavirus amongst the school community not being managed effectively			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>The following measures are taken directly from the guidance:</p> <p><i>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. It can be reached by calling the Department for Education coronavirus (COVID-19) helpline on 0800 046 8687 and selecting option 1. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</i></p> <p><i>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</i></p> <p><i>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</i></p> <ul style="list-style-type: none"> • <i>direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</i> • <i>proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</i> • <i>travelling in a small vehicle, like a car, with an infected person</i> <p><i>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 5 of the system of control for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</i></p>			

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A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#). They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)

Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

Further guidance is available on [testing and tracing for coronavirus \(COVID-19\)](#).

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		System of Control Number 9	
Child or staff member falling ill due to an outbreak not being contained			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	

The following measures are taken directly from the guidance:

If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally


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<i>be necessary, and should not be considered except on the advice of health protection teams.</i>			
<i>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</i>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		System of Control Number 10	
Use of the St John Church			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. The Covid-19 assessed capacity of the building is 16 persons. 2. Handles and all touched surfaces should be wiped with a cleanser after each group/class use of the building. 3. Only one person at a time in the toilet/kitchen area. 4. The sanctuary area beyond the altar rail should be regarded as out of bounds to staff and pupils. Due permission and notice must be requested for its use. 5. Children and adults should use hand sanitiser upon entry to the building, which the school will provide. 6. The key should be handled by an adult only. 7. The school should arrange for the building to be cleaned daily (if used), with special attention paid to the toilet area. 8. A clean hand towel for the toilet should be provided each day by the school. Paper towels must not be used as the risk of blockage is too great. 9. The church will provide appropriate reminder notices and display these in the building. 10. The church will be used solely by the school and worshipping congregation until further notice. Use by (for example) parent groups will not be permitted. After school clubs may continue to use the building, with notice and permission as before, and under the same rules as above. Funerals will be possible, with due notice, but only up to the capacity advised above and with social distancing in place. We will liaise closely with the school upon receiving any funeral request. 11. If there is a suspected case of Covid-19 at the school, we will inform the church leaders immediately. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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Identify hazard		System of Control Number 11	
Breakfast club provision in River class			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Breakfast club supervisors will wash or sanitise their hands on arrival before handling any plates/cutlery or food. 2. The external gate will be opened by Pam as usual and breakfast club pupils will enter via the River class door. 3. Pupils will either wash their hands or use hand sanitiser on arrival. 4. Pupils will sit facing forward at desks and their breakfast will be brought to them once they have chosen what they would like after looking at the options. 5. Pupils will be allowed to play on the computers but these will be wiped down before they are returned to the cabinet. 6. There will be a box of resources including paper and pens for breakfast club pupils only to use. 7. Any other toys or resources pupils play with during breakfast club must be cleaned at the end of the session. 8. Pupils will wash or sanitise their hands as they leave breakfast club to go to their classrooms. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Name of assessor	Signature of assessor	Date
Mrs Charlotte Whittle		17.9.20

Name of Chair of Governors	Signature of chair of governors	Date
Mr Gary Chater		17.9.20

Risk assessment reviews	<p>1.9.20</p> <p>3.9.20</p> <p>10.9.20</p> <p>17.9.20</p>
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* "LOW" in the instance of this risk assessment refers to the lowest manageable risk achievable by following government procedures as there is insufficiently clear scientific evidence to be able to define or quantify levels of risk.

Name	Signature	Date
Gillian Fraser	G. Fraser	17th September 2020
Helen Zabel	H. Zabel	17th September 2020
Emma Hughes	E. Hughes	17th September 2020
Kirsti Deacon	K. Deacon	17th September 2020
Annie Gilsenan-Wright	A. Gilsenan-Wright	17th September 2020
Elise Way	E. Way	17th September 2020
Cathy Higgins	C. Higgins	17th September 2020
Pam Cooper	P. Cooper	17th September 2020
Emma Beeton	E. Beeton	17th September 2020
Viki Head	V. Head	17th September 2020
Rachel Mannall	R. Mannall	17th September 2020
Julie Ireland	J. Ireland	17th September 2020
Harriet Edgell	H. Edgell	17th September 2020
Laura Poulton	L. Poulton	17th September 2020
Chelcie Stevens	C. Stevens	17th September 2020
Clare Higgins	C. Higgins	17th September 2020

[Guidance for the full re-opening of schools](#) – please click this link.