

Risk assessment and risk management record		July 2020	
Establishment Froxfield C of E Primary		Purpose COVID-19 Pandemic Partial School Closure	
Leader Vickie Farrow	Other staff All staff	Group Size Class size bubbles – Max 32 + staff	Ratio Max 8:1
Identifying the hazards – assessing the risk		Control measures – reducing the risk	
Site and it's environment Virus transferred through touching communal objects then touching own face	Risk rating High	Reduce visitors to site to absolute minimum essential. Contractors to site outside school hours where possible. Parents not permitted on school site unless with appointment. All outside providers must provide a Risk Assessment to school (Aspire, Active8, HMS). L2M Music will not take place this year, only small group peripatetic lessons. Office to ensure all visitors to the site sign in and out. The school will not currently make use of volunteers – this will be reviewed at October half-term. All visitors to adhere to social distancing regulations at all times. Children in School. Children will be kept in class bubbles with strategies in place to minimize contact between bubbles. Adults to supervise movement from the gate to toilets/classroom to wash and straight to class. All children given dots on their hands to wash off straight away on arrival in school. If there is a need to line up, children stand on the crosses or lines with at least 1m in between. Avoid lining up if possible. Sanitiser available at the gate for staff and children. Cleaning stations set up in all classes to include clothes, disinfectant, gloves, soap and sanitiser. New sink ordered for the playground to increase availability of washing stations. Parents clearly informed about drop off/pick up expectations. One adult only to pick up/drop off children and arriving at the designated time. Frequent	Outcome Medium, virus survives for up to 12 hours on metal surfaces, 7-8 hours on soft furnishings including clothes. Period between school closing and reopening exceeds 12 hour period. Medium, children will play and interact together

		<p>reminders about leaving the school gate and field promptly.</p> <p>Siblings to remain at home wherever possible.</p> <p>Stringent and frequent hand washing procedures reiterated and adhered to.</p> <p>Children wash hands when going out and coming in from the playground and frequently throughout the day, particularly when sharing resources or changing location or activity.</p> <p>Children hand sanitise on return from the toilet as an additional hygiene measure.</p> <p>Children actively encouraged to follow ‘catch it, bin it, kill it’ advice.</p> <p>Lidded bin available in all classrooms. Bins emptied daily and disinfected weekly. All rubbish will be double bagged.</p> <p>Frequent reminders give to children not to touch their faces and to cough or sneeze into their elbow or a tissue.</p> <p>LSAs to check daily that tissues are available in the classroom.</p> <p>Deep clean of populated areas each day. Areas used by more than one bubble will be cleaned meticulously – this has been explained to AH and LSAs will be responsible for cleaning equipment after use, before use by another bubble.</p> <p>Cleaning requirements meeting held with AH to ensure she is fully aware of requirements.</p> <p>Ongoing cleaning throughout the day includes disinfecting of frequently touched areas eg door handles. Where possible toilet taps, flushes and door disinfected by LSA after use by children.</p> <p>Equipment & resources</p> <p>Children have their own set of labelled equipment which they need to use frequently on their table (pen, pencil, ruler, rubber etc).</p> <p>Ensure minimum sharing of equipment by pupils or staff such as laptops where possible. Where equipment has been shared, children to wash their hands after use and equipment to be cleaned.</p> <p>LSAs to clean class tables regularly and Class 3 LSAs clean tables at the end of the day.</p> <p>Ideally no equipment to be shared across bubbles. Where this is unavoidable, it must be meticulously cleaned or left for 72 hours.</p> <p>Phones to be disinfected after use and when staff leave the building.</p> <p>Disinfectant sprays available in all classes.</p>	
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<p>Virus transferred through airborne saliva</p>	<p>Children wash hands thoroughly on return to school.</p> <p>Use of library Library to be used during timetabled slots only. It must only be used by one class each day. Each class to create a box of books in the library for their class to read. Children should not touch the books on the shelves. Cindy to clean library thoroughly before commencing Cindy's Club. Class 4 only can choose books off the shelves on Fridays. No class to use the library on a Monday to allow 72 hrs.</p> <p>School Environment and Social Distancing Doors propped open where possible. Classrooms and other areas well-ventilated. Doors and windows left open whenever possible. Plastic strips to be removed from Class 1 doors. Class 4 air-conditioning only to be used if absolutely necessary. All desks in the classroom to be placed in rows facing forward with maximum spacing between children considered at all times. Classroom layouts reorganized to facilitate social distancing. Older children remain at the same desk throughout the day. Use of working outside as much as possible. Staff to maintain social distance between other staff at all times and to social distance with children whenever possible. Staggered start and finish times and break times to reduce possibility of crowding in corridors and to limit numbers of children interacting. All available support staff come onto the playground to support safe arrival and departure. Split the playground into 3 zones – teachers to keep within a zone when working outside during lesson time. At lunch/play playground split into two zones. Only two classes will be outside at any one time – one in each zone. Class staff to supervise their own classes at playtimes. Class 1 staff to ensure Class 2 teacher has a comfort break. Lunchtime supervisors to be allocated to a set class. Close supervision of movement around school in corridors/toilets. Adults to take messages, registers etc. Continue to limit movement around school outside designated break times.</p>	
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<p>Group Cases of the virus brought onto the school site.</p>	High	<p>Protective Measures – cases of Covid. Parents to only bring children who are healthy into school. Children with a new consistent cough, loss of sense of smell/taste or a high temperature must stay at home. Monitor children closely throughout the day. Isolate from other children and send home immediately should they become unwell. Take temperature as a matter of course should a child become unwell.</p>	<p>Medium since a high temperature may not occur in all cases Senior staff make regular telephone contact with identified</p>

<p>Virus spreading among our school community</p>	<p>High</p>	<p>Exclusion zone for children taken ill to be outside the front of the school, if dry, or in the library, if wet. Windows to be open for ventilation. If the library is used it will be deep cleaned afterwards by staff in PPE and will remain closed for 72 hours.</p> <p>General use of PPE is not recommended. Children should not wear PPE as this can increase the risk of infection if not worn correctly. Office staff should wear masks and gloves for providing First Aid.</p> <p>Staff who display symptoms or who have been in contact with someone who displays symptoms must follow Government guidelines and self-isolate for the required period.</p> <p>Ensure staff and families are aware of the NHS Track & Trace process. Staff and pupils must not attend school and must book a test if they display symptoms. They must provide details of close contacts.</p> <p>Distancing Measures</p> <p>Ongoing communication with parents reminding them of the necessity to retain social distancing measures with school staff and other families at school drop-off/collection time.</p> <p>Staff to follow social distancing guidelines with other staff and visiting adults at all times.</p> <p>Staff who work in more than 1 bubble to keep a 2m distance from children and other staff as much as they can.</p> <p>Staff to encourage older children (in KS2) to social distance where possible.</p> <p>Visiting coaches/specialists to maintain social distance with children as much as is possible. Implement their own Risk Assessment to ensure strategies are put in place to enable this to happen.</p> <p>Outbreaks</p> <p>If someone tests positive they should remain at home and self-isolate for 7 days. Other members of the household must isolate for 14 days.</p> <p>Mrs Farrow to contact the local health protection team should there be a confirmed case. Those who have been in close contact with the person who has tested positive will be sent home to self-isolate for 14 days.</p> <p>Records kept of children and staff in each group and close contacts with children and staff in different groups (eg. Clubs).</p> <p>Those sent home should get a test and inform the school of the result.</p>	<p>vulnerable families</p> <p>Medium. By following measures, outbreaks may be contained.</p>
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	High	<p>Educational Visits No educational visits to take place in the first half of the autumn term if they need transport. Trips within walking distance of the school can take place subject to the completion of a full Risk Assessment. Visits to be staffed by members of school staff only.</p> <p>Visiting Coaches & Specialist Staff VF/LH to meet with all external providers to talk through Risk Assessment. Visiting staff need to work to social distance where possible with children and definitely with other adults. Review of activities planned to try to minimize interaction between children and maintain social distancing wherever possible. All groups working with children must provide their own Risk Assessment. A record of all visiting staff and their contact with children will be kept by office staff. All visiting staff wash hands on arrival. Equipment used by visiting staff to be cleaned meticulously before and after use. Rooms used by visiting staff be cleaned before and after use. Children/staff do not touch any equipment unless they need to use it.</p> <p>Lunches Georgi to go through lunchroom and out into EYs area, then access kitchen through external door. Lunches to be served by lunchtime staff in classrooms. Lunch staff/LSAs to take lunches up to the classroom. HC3S to provide packed lunches in individual boxes and one simple choice of hot meal. Lunches will be brought to the children rather than them going to collect</p>	<p>Low</p> <p>Medium</p> <p>Medium</p>

		<p>them. Children encouraged to bring own lunches. Thorough hand washing before and after eating. Children to eat in classrooms at their set place and should be encouraged not to talk. Children face forward when eating. Surfaces cleaned before and after eating. Eating to be supervised by allocated lunchtime staff.</p> <p>Curriculum & Wellbeing support Additional time in curriculum for PSE activities and increased opportunities for 1:1 ELSA support. Teachers to look out for children in school who may be struggling with transition back or new rules. Provide 1:1 support and let parents know. Teachers to continue to nurture and support children as appropriate. Take advice from EP helpline or school nursing service if needed. Rules applied consistently and clearly so they are easy to follow. Teachers consider needs of youngest children. If PPE is used by some staff, this may upset some children. Need to explain why in a way they can understand – we are keeping them as safe as possible. Avoid activities that may put additional stress on children (eg. tests) and overloading the curriculum.</p> <p>Regular informal and formal staff communication – ParentMail and WhatsApp group. Liaison and back up from Chair of Governors in terms of following most appropriate and safest guidance eg PHE/DfE Helpline for Schools/NHS111. HT same with Hants HT Colleagues and key Governors Statutory requirements fulfilled wherever possible by email. Staff well-being lead available to offer support for staff and share general feeling of staff with HT. HT to be flexible with hours where possible to meet commitments with own family members. Workload of staff considered. Reduce the need for ‘extra’ tasks, feedback orally and try to ensure planning in not duplicated online and face-to-face. Keep meetings to a minimum. Ensure staff are kept fully informed at all times.</p>	<p>Medium</p> <p>Medium</p>
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		<p>Maximum of 15 children to attend to allow for social distancing.</p> <p>Door kept open for ventilation.</p> <p>Social distancing encouraged as much as possible.</p>	Medium
		<p>Parents provide exact time for collection and meet children at the back gate.</p> <p>Cindy can bring resources from home for club use but hands to be washed thoroughly after use.</p>	Medium

		<p>There will always be at least 2 other members of staff on site.</p> <p>Simple snack to be provided at Cindy's Club. Where possible, these should be individually wrapped/boxed to minimize risk.</p> <p>Toast club – AH to sanitise hands between preparing toast for different children.</p>	
<p>Variations: record any additional assessments and control measures here if this sheet is used as a generic risk assessment</p> <p>This risk assessment will vary according to the number of staff who remain well and operational.</p>			