

## Moulton Primary School

The following risk assessment is to aid with the identification of risk and the subsequent control measures put in place to mitigate against the risk of COVID-19 in primary schools following the government guidelines. It is accepted that some elements of Covid-19 remain unknown therefore this remains a working document and will be updated and circulated accordingly.

### COVID-19 Risk Assessment

<b>Name:</b> Moulton Primary School - whole school risk assessment for COVID-19	<b>Date:</b> updated 24.2.21
<b>Location:</b> All areas	<b>Persons affected:</b> All pupils within identified year groups and all staff when on the premises
<b>Assessor:</b> SLT alongside LA Governor	
<b>Activity:</b> All activities	

HAZARDS IDENTIFIED (MARK ALL THAT APPLY WITH AN X )							RISK MATRIX			
							LIKELIHOOD			
							U n l i k e l y	P o s s i b l e	L i k e l y	
Electricity		Fire & Evacuation		Fork Lift operation		Vehicle Movement External				
Liquid		Slips, trips and falls		Covid - 19	x	Hygiene		Low	Low	Medium
Exposure to moving parts		Hot surfaces / items		Working at height		Accident Provision	S E V E R I T Y	Low	Medium	High
Chemicals (COSHH) *		Fire / Flammable materials *		Manual Handling *		Noise	S E V E R E	Medium	High	High



			<p>The government has told schools that full-size classes are safe and that social distancing between children is not necessary. Instead, the key protective measures in primary schools are:</p> <ul style="list-style-type: none"><li>● Increased personal hygiene and cleaning</li><li>● Minimising contact between individuals and maintaining social distancing wherever possible</li></ul> <p>All year groups return to school full-time from the <b>8<sup>th</sup> March 2021</b>. The school day will be timetabled so that children in different classes do not mix. Classes will have separate breaks and lunchtimes. These measures to reduce contact, alongside the increased hygiene measures, will mitigate the risk from children being exposed to Coronavirus whilst in school.</p> <p>The items in red below will be shared with staff in an update before 8<sup>th</sup> March to ensure additional emphasis.</p> <ul style="list-style-type: none"><li>● As per Gov guidance (full openings of schools 8<sup>th</sup> March) staff can move between classes as required.</li><li>● All staff will wear face coverings when moving around the school</li><li>● Staff will maintain social distance from other staff, other than their class bubble, at all times</li><li>● PPE available to all staff as needed.</li><li>● No large gatherings to be held in the hall or other spaces in school e.g. assemblies.</li><li>● Non-essential furniture in classrooms has been removed.</li><li>● Equipment has been removed if it is harder to sanitise.</li><li>● Adults and children must access classrooms following the designated route – (one-way system in place throughout school).</li><li>● All adults and children must adhere to the “walk on the left movement” around school.</li><li>● Children will be taught to remain at a safe distance from all adults</li><li>● Adults should take responsibility for their social distancing and wear face coverings when moving around school.</li><li>● Break times are staggered to ensure reduced movement in corridors.</li><li>● Fire evacuation procedure to be communicated to pupils in new classroom settings.</li><li>● The playground/field areas are split into clear designated zones and children will remain in their designated class zone.</li><li>● The use of outdoor equipment will be monitored and appropriate hygiene measures to clean equipment are in place.</li></ul>	
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- Where possible, all spaces are well ventilated using natural ventilation (opening windows).
- Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding) to limit use of door handles and aid ventilation.
- Children cannot mix across the classes, including for interventions during this time.
- Children will bring their own pencil cases and where this is not possible equipment will be provided and named.
- Children can file and mark their own work where appropriate, to avoid close proximity to the staff.
- Where the use of equipment cannot be limited to one child i.e. laptops and education toys in reception, these will be sanitised before and after use.
- All children will take a book home in their book bag and this will be sanitized when it is returned.
- The outdoor space will be used as much as possible during the day to minimise transition and children/adults.

**Lunch Provision**

Hot lunches will only be available to specific year groups where the school can deliver these in a safe environment and COVID secure manner. All other year groups will require a packed lunch which will be eaten in the classroom.

**Packed Lunches**

**Packed lunches will be eaten in the classrooms and will be supervised by class adults.**

- Children wash hands thoroughly for at least 20 seconds before and after lunch.
- Tables to be sprayed with anti-bacterial detergent and wiped clean before and after eating.
- Lunchboxes and water bottles will be stored under designated tables to avoid unnecessary movement in the classroom.

**Hot Meals** - Year R, Year 1 and Year 2 only

- Children will be provided with hand sanitizer at the tables and apply before eating.
- Classes will sit separately in the hall (YR and Y1) with no mixing between bubbles.
- Meals will be served at the tables so children do not come into contact with unnecessary surfaces or touch points.

- Adults serving food trays will wear gloves.
- Named adults will be designated for specific classes and will attend children at tables minimizing contact with other adults.
- Class groups will arrive and leave the hall together as a class minimizing contact with children from other bubbles.
- Children will wash hands on return to the classroom.
- All tables and benches will be sanitized between class groups and at the end of the lunchtime period.

**Arrival and collection arrangements**

The government is recommending that all schools introduce staggered arrival/collection times to reduce the number of adults and children on site at any one time, and to facilitate social distancing and one way systems. There will be an increased number of routes into school, including making the school driveway a car-free zone before and after school. This will allow children to be brought down the school drive safely and through the upper playground.

During arrival and collection social distancing will be enforced and parents can be supportive of this by dropping and leaving their child promptly in order to avoid any crowding.

Parents and carers will be asked to wear face coverings around the school site.

Parents and carers will be asked not to talk to staff but to use email/telephone communication only.

**The following exit/entry protocol has been shared again with parents and staff and enforced by staff on patrol:**

- Only one adult per family to drop-off and collect each day.
- Parents to leave promptly after drop-off/collection to prevent crowding.
- Parents not to congregate in groups before and after school, maintaining social distancing.
- Parents not coming into the school but communicating by email or phone.

			<ul style="list-style-type: none"> <li>● Staff will supervise children entering into school ensuring distance is maintained.</li> <li>● Posters will be on all entrance points to site to remind parents to remain socially distanced.</li> <li>● Supermarket style – 2m distancing to be put in place on designated entrance points to ensure social distancing collection/drop off.</li> <li>● Any child arriving late will need to go to Reception to be signed in. Parents are encouraged to stick to the timetable as closely as possible and should understand that if they are late they may need to wait longer than usual to be seen.</li> </ul> <p><b><u>Mask - breakfast club and after school club</u></b></p> <p>One member of staff to remain separate from the team (due to working as TA in school) during the morning shift but to assist in emergencies.</p> <ul style="list-style-type: none"> <li>● Children to be dropped off at the small gate outside Mask - no parents to enter the Mask mobile classroom.</li> <li>● Cleaning to be carried out early morning (6 - 7am) and at 9 -10 am in preparation for the after school club in the evening.</li> <li>● The classroom will be cleared of unnecessary furniture and equipment in line with the expectations for health and safety for the whole school (see above).</li> <li>● An isolation space will be made available at the back of the room next to the Fire Exit to allow for safe collection by parents.</li> <li>● Where the use of equipment cannot be limited to one child i.e. laptops and education toys in reception, these will be sanitised before and after use.</li> </ul>	
<p>Covid-19 spread within the school premises</p>	<ul style="list-style-type: none"> <li>● Direct and Indirect Transmission of Covid-19 (all persons)</li> <li>● Exposure to COVID-19 by considering: PPE provision for SEMH, behaviour issues etc. where restraint is required</li> </ul>	<p style="text-align: center;"><b>HIGH</b></p>	<p><b>Use of Personal Protective Equipment (PPE)</b></p> <p>The government guidance states that the wearing of facemasks in an education setting is not recommended – cleaning and hygiene measures are sufficient to control the spread of the virus. Therefore, face coverings should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.</p>	<p style="text-align: right;"><b>Medium</b></p>

	<ul style="list-style-type: none"> <li>●Exposure to COVID-19 by considering: PPE provision for interacting with pupils with personal care needs</li> <li>●Exposure to COVID-19 by considering: PPE provision for emergency purposes</li> </ul>		<p>The guidance further states that the majority of settings will not require PPE beyond what they would normally need for their work, save for a small number of cases. We have therefore considered this guidance and put the following control measures in place:</p> <ul style="list-style-type: none"> <li>● Supplies are stored centrally and can be accessed by all staff members as and when required in exceptional circumstances;</li> <li>● Behaviour policy has been reviewed and amended to reflect required Health and Safety control measures.</li> <li>● Supplies are stored centrally and can be accessed by all staff members as and where required in exceptional circumstances;</li> <li>● Designated staff are trained and supported with the administration of personal care for pupils.</li> <li>● Supplies are stored centrally and can be accessed by all staff members as and where required in exceptional circumstances;</li> <li>● Designated staff are trained and supported with the administration of personal care for pupils.</li> <li>● Designated first aiders are trained and provided emergency protocol should a pupil/pupils show symptoms of Covid-19;</li> <li>● Designated room as COVID containment area is the school's Meeting Room, which is equipped with appropriate containment measures.</li> <li>● If a case of suspected COVID 19 arises in school, the "Managing Suspected COVID 19 Cases in School Policy" will be followed.</li> </ul>	
<p>Covid-19 spread within the school premises</p>	<p>Direct and Indirect Transmission of Covid-19 (all persons)</p>	<p><b>HIGH</b></p>	<p><b><u>Personal Hygiene</u></b></p> <p>Additional hygiene measures are a key requirement detailed in the government guidance to mitigate the risk of infection:  Please continue to adhere to the protocol for thorough hygiene practices, as outlined below.</p> <ul style="list-style-type: none"> <li>● On arrival to school, children will be asked if they are fit and well and will be reminded as to hygiene measures.</li> <li>● Staff assigned to refill soap dispensers, change bins and wipe down surfaces throughout the day (class will be outside when this is done).</li> <li>● Children will need to wash hands when entering the school, before and after break/lunch. Plus, after any additional sneezing/coughing that may occur.</li> <li>● Toilets will be monitored to ensure they do not become overcrowded.</li> <li>● Anti-bacterial gel dispensers are available in designated areas.</li> <li>● Cleaning products are stored safely in all areas. These are available for wiping work surfaces, keyboards, etc;</li> </ul>	<p><b>Medium</b></p>

			<ul style="list-style-type: none"> <li>• Objects and hard surfaces that are touched regularly particularly in areas of high use (door handles, light switches, reception area) will be sanitised regularly using appropriate cleaning products and methods.</li> <li>• Internal doors will be left open as much as reasonably practicable (i.e. safeguarding) to reduce physical contact.</li> </ul>	
Covid-19 spread within the school premises	Direct and Indirect Transmission of Covid-19 (all persons)	HIGH	<p><b>Staffing Levels</b> Adequate staffing levels are required to open the school to all pupils.</p> <ul style="list-style-type: none"> <li>• Staff to follow the absence procedure and to inform school as soon as possible of any pending absence.</li> <li>• <b>Staff to self-isolate whilst any household member is awaiting a COVID test result or has COVID symptoms.</b></li> <li>• Protective measures are in place where required to provide additional safety for staff identified as clinically vulnerable and work requirements have been altered according to individual health needs.</li> <li>• <i>*In instances of staff absence classes will be covered by a member of staff, who will maintain distance from the children and adults. - not Spring 2021 (Tier 4)</i></li> </ul>	
Covid-19 spread within the school premises	Direct and Indirect Transmission of Covid-19 (all persons)	HIGH	<p><b>Wellbeing of children and staff</b> The adapted behaviour plan outlining the necessary expectations, is on the school website. Children will be supported by school staff to adhere to this with regular reminders of expected behaviour. Reasonable adjustments will be made whenever possible and wherever necessary, however if rules are broken (See the update behaviour policy)</p> <p>We understand the importance of establishing safe practices to support the emotional wellbeing of children and staff on their return to school:</p> <ul style="list-style-type: none"> <li>• Communicate to parents the structure and organisation of the school day to ensure that children and parents are prepared and understand the new school environment;</li> <li>• Mandatory staff health and safety training prior to school opening;</li> <li>• Stagger the return of year groups to school to alleviate any potential issues around children and staff adapting to the new environment given prolonged period of enforced absence;</li> <li>• Regular meeting, via Zoom, to allow staff opportunities to express concerns and share best practice/experiences;</li> <li>• Wellbeing and mental health support will be signposted and shared with staff;</li> </ul>	Medium



			<ul style="list-style-type: none"> <li>Parents will receive information in support of more pupils returning to school including access to risk assessments, revised behaviour expectation and details around safeguarding measures in place to mitigate risk of infection;</li> <li>Parents will have access to further information (FAQs) on the website.</li> </ul>	
Covid-19 spread within the school premises	Direct and Indirect Transmission of Covid-19 (all persons)	HIGH	<p><b>Cleaning of premises</b>  From 8<sup>th</sup> March, children to be reminded of the need for thorough cleaning - see procedures as outlined below.</p> <p>To prevent spread of infection cleaning will be undertaken in line with Government Guidance – Cleaning for non-healthcare settings. The school will be thoroughly cleaned daily, including:</p> <ul style="list-style-type: none"> <li>Clean and disinfect all areas and surfaces frequently throughout the day.</li> <li>Checklist of cleaning has been created and is used to ensure that all frequently used objects and items are cleaned to include: <ul style="list-style-type: none"> <li>Door handles</li> <li>Desks, table tops</li> <li>Toys</li> <li>Teaching equipment/resources</li> <li>Bannisters</li> <li>Light switches</li> <li>Books</li> <li>Toilets</li> <li>Sinks</li> </ul> </li> <li>Training given by external cleaning company to all its cleaners on effective cleaning techniques.</li> <li>Use of disposable cloths.</li> <li>Regular wiping of surfaces and clearing of bins within classroom environment at intervals throughout the day.</li> <li>Ensuring stock of cleaning equipment within the classroom.</li> <li>Additional cleaning capacity in place through use of teaching and support staff.</li> <li>Where used by different groups of children, sanitiser is used by staff to wipe down bikes, climbing apparatus and other outdoor equipment.</li> </ul>	Medium

Any safeguarding issues as a result of Covid-19	Identified individuals only	HIGH	<p><b>Safeguarding</b></p> <p>The usual safeguarding policies and procedures remain in force, however, in addition to this:</p> <ul style="list-style-type: none"> <li>● SENCO/Inclusion Manager –will provide information and directives around this aspect to relevant individuals.</li> <li>● Pupils have been identified.</li> <li>● LA representatives have been contacted to discuss key issues as and where appropriate to mitigate risk/provide support.</li> <li>● Action plan in place to ensure increased needs are addressed</li> </ul>	Low
Covid-19 spread within the school premises	Direct and Indirect Transmission of Covid-19 (all persons)	HIGH	<p><b>Visitors and contractors on site</b></p> <p>The school will try and minimise the number of visitors and contractors on site as much as possible but it may be the case that some are deemed necessary. The usual contractors and visitors policies will apply but additional control measures are:</p> <ul style="list-style-type: none"> <li>● Consideration as to whether meeting can be done over Zoom in the first instance.</li> <li>● Consideration as to whether the meeting can take place off site.</li> <li>● Consideration as to whether the maintenance/works can be postponed.</li> <li>● Completion of a contractor/visitor wellness questionnaire and use of temperature tester (if deemed appropriate i.e. contact with other individuals on site).</li> <li>● Restricting movement of the visitor/contractor to designated areas only with no interaction with children unless that is the reason for the visit.</li> <li>● Sanitiser available at reception.</li> <li>● Visitor/contractor must adhere to social distancing and procedures in place relating to movement around the premises.</li> </ul>	Medium

Signed by Headteacher.....

Signed by Governing Body Representative.....