



**Amadeus**  
Primary Academies Trust  
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Limitless Learning Together

November | 20

# Holy Trinity Lamorbey CE Primary School

## Full Reopening of Schools after COVID-19 Lock Down Risk Assessment

## September 2020 Reopening to All Pupils After COVID-19 Lockdown Risk Assessment

<b>Location / Site</b>	Insert location and site where activity taking place
Holy Trinity Lamorbey CE Primary School	
<b>Activity / Procedure</b>	Insert name/type of activity or procedure being assessed
Whole school reopening after COVID-19 Lockdown	
<b>Assessment date</b>	Insert date when assessment is being carried out
06/07/20	

### Government guidance for schools states:

"Given the improved position, (relating to COVID-19) the balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19), and this guidance explains the steps schools need to take to reduce risks still further. As a result, we can plan for all children to return and start to reverse the enormous costs of missed education. This will be an important move back towards normal life for many children and families."

"We are, therefore, asking schools to prepare to welcome all children back this autumn. While coronavirus (COVID-19) remains in the community, this means making judgments at a school level about how to balance and minimise any risks from coronavirus (COVID-19) with providing a full educational experience for children and young people. "

"The measures set out in this guidance provide a framework for school leaders to put in place proportionate protective measures for children and staff, which also ensure that all pupils receive a high quality education that enables them to thrive and progress. In welcoming all children back this autumn, schools will be asked to minimise the number of contacts that a pupil has during the school day as part of implementing the system of controls outlined below to reduce the risk of transmission. If schools follow the guidance set out here, they can be confident they are managing risk effectively."

"Schools should not put in place rotas."

Red texts are control measures from Government Guidance – Guidance for Full Opening of Schools published 2<sup>nd</sup> July 2020

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the classroom resulting in direct transmission of the virus			
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>It is recognised and accepted that children of primary school age will not be able to consistently socially distance from each other of their staff. This is factored in to the Government's decision making.</p> <p>These control measures will be in place to mitigate this risk:</p> <ol style="list-style-type: none"><li>1. Children in will operate within year group sized bubbles</li><li>2. All children in Y2-6 to sit at desks facing the front 2 per desk as per Government Guidance.</li><li>3. In order to support the education of pupils in YN, YR and Y1 an EYFS continuous provision style learning environment will be established.</li><li>4. Staff will be directed to maintain social distancing between each other and children <b>where possible</b>.</li><li>5. Hand gel to be available in all rooms</li><li>6. Tissues to be available in all rooms]</li><li>7. Antibacterial wipes or disinfectant spray with cloth to be available in all classrooms</li></ol>			

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing using toilets and poor hygiene</b> resulting in direct and indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>It is recognised and accepted that children of primary school age will not be able to consistently socially distance from each other of their staff. This is factored in to the Government's decision making.</p> <p>These control measures will be in place to mitigate this risk:</p> <ol style="list-style-type: none"><li>1. One in one out system</li><li>2. Allocated toilets for all year groups during class time</li><li>3. Direct adult supervision of toilets at playtimes and lunchtimes</li><li>4. Extra Signs in toilet re washing hands</li><li>5. Extra soap and hand towels ordered to ensure we do not run out</li><li>6. Additional cleaning of high touch areas during AM cleaning shift</li></ol>			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing waiting to enter classroom in morning</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>It is recognised and accepted that children of primary school age will not be able to consistently socially distance from each other of their staff. This is factored in to the Government's decision making.</p> <p>These control measures will be in place to mitigate this risk:</p> <ol style="list-style-type: none"><li>1. Staggered start and end times for the school day</li><li>2. Full one way system around school in place to reduce cross over</li><li>3. Social distancing signage around school site</li></ol>			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus			
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>It is recognised and accepted that children of primary school age will not be able to consistently socially distance from each other of their staff. This is factored in to the Government's decision making.</p> <p>These control measures will be in place to mitigate this risk:</p> <ol style="list-style-type: none"><li>1. Staggered playtimes in an allocated play area in year group sized bubbles</li><li>2. Individual bubble boxes for play equipment</li><li>3. Games discussed which encourage social distancing – football passing, catch (balls for groups not shared), hoola hooping</li><li>4. Staff supervision throughout – actively encouraging social distancing</li><li>5. Trim trail to be made out of bounds</li></ol>			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing when eating lunch resulting in direct transmission of the virus			
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	
It is recognised and accepted that children of primary school age will not be able to consistently socially distance from each other of their staff. This is factored in to the Government's decision making.			
These control measures will be in place to mitigate this risk:			
1. Children to return to eating in the hall with year groups on a single table and different tables socially distanced			
2. Tables to be wiped down with disinfectant between each sitting			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the corridors resulting in direct transmission of the virus			
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	
It is recognised and accepted that children of primary school age will not be able to consistently socially distance from each other of their staff. This is factored in to the Government's decision making.			
These control measures will be in place to mitigate this risk:			
<div>1. Children will stay in their classroom as much as possible.</div> <div>2. Access to classrooms will be from external doors wherever possible</div> <div>3. Messages to office via school phones</div> <div>4. 2m tape in all corridors to indicate 2m between classes <b>not between individuals within a class</b></div> <div>5. Signage to remind all stakeholders of the 2m social distance rule.</div> <div>6. One way systems in place across whole school</div>			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Contact of shared resources resulting in indirect transmission of the virus			
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	
It is recognised and accepted that children of primary school age will not be able to consistently socially distance from each other of their staff. This is factored in to the Government's decision making.			
These control measures will be in place to mitigate this risk:			
<div>1. Resources washed each night and left to dry if not same person using them the next day</div> <div>2. Tables, door handles and other surfaces cleaned regularly every day with additional AM cleaning shift focusing on high touch areas</div> <div>3. Specified time on the time table for handwashing after each change of activity</div> <div>4. Pupils in Y2-6 to be issued with individual stationary packs</div> <div>5. Continuation of Whole Group Feedback system with no teacher marking in pupil books</div>			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress of the children			
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	
<div>1) Recovery curriculum to include specific planning for PSHE and circle time to support wellbeing</div> <div>2) Risk assessment of vulnerable pupils to be in place by mid-September to identify those who are finding things difficult and put in place additional resources for them</div> <div>3) Daily circle time for all children</div> <div>4) Weekly Zoom assemblies to maintain social cohesion across the school</div> <div>5) Prioritise school's play therapist for children struggling with return</div> <div>6) Consider employing an additional therapeutically trained TA with catch up funding when amount is confirmed</div>			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress of the staff – including anxiety			
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	
<div>1. Zoom Staff meeting weekly to discuss concerns and shared control measures</div> <div>2. Early clarity of expectations, minimal short notice changes</div> <div>3. Sharing of support helplines</div> <div>4. At least one SLT member of staff on site every day for staff to share concerns with</div> <div>5. Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible</div> <div>6. Separate risk assessment for the office area</div> <div>7. Designated “staff areas” areas for different groups of staff – maybe rota for same area if needed</div> <div>8. PPE available and to be used for first aid and intimate care.</div>			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to close contact with children – 1:1 support, intimate care and restraint resulting in direct transmission of the virus			
<u>Existing level of risk</u>		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>It is recognised and accepted that children of primary school age will not be able to consistently socially distance from each other of their staff. This is factored in to the Government's decision making.</p> <p>These control measures will be in place to mitigate this risk:</p> <ul style="list-style-type: none"><li>1. PPE provided for staff providing first aid, intimate care dealing with a suspected case or disposing of infected waste</li><li>2. Specialist advice sought for pupils whose needs make it difficult for them to understand or abide by new rules and expectations</li><li>3. Updated behaviour policy reflecting current circumstances and increasing focus on responsive rather than punitive measures.</li></ul> <p>It is noted in Government Guidance that;</p> <p>The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families.</p> <p>In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics analysis on coronavirus (COVID-19) related deaths linked to occupations suggest that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults.</p>			



<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of spreading virus due to poor hygiene</b> resulting in indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
It is recognised and accepted that children of primary school age will not be able to consistently socially distance from each other of their staff. This is factored in to the Government's decision making.			
These control measures will be in place to mitigate this risk:			
<div>1. Hand gel available in all classrooms</div> <div>2. Hand gel order in large quantities</div> <div>3. Handwashing PHSE lessons, songs and rhymes</div> <div>4. Timetabled handwashing after every change in activity</div> <div>5. Washing hands posters placed in all washing areas (recommended by government)</div> <div>6. Healthy HTL Champion Award weekly to promote good hygiene</div>			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of infection due to lack of cleaning resulting in indirect transmission of the virus			
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	
1. Full cleaning schedule has been submitted in previous planning document and will continue to be followed.			

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of illness of vulnerable staff and family members</b> through direct and indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<div>1. From 1<sup>st</sup> August all staff including those who are clinically vulnerable are allowed to end shielding and return to work</div> <div>2. Anyone with symptoms of COVID-19 will be expressly prohibited from entering the school site</div> <div>3. Rapid action to isolate and send home any person who becomes ill with symptoms of COVID-19 during the day</div> <div>4. Full engagement with NHS test and trace as required</div>			

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of illness of vulnerable children and family members</b> through direct and indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"><li>1. From 1<sup>st</sup> August all pupils including those who are clinically vulnerable are allowed to end shielding and return to school</li><li>2. Anyone with symptoms of COVID-19 will be expressly prohibited from entering the school site</li><li>3. Rapid action to isolate and send home any person who becomes ill with symptoms of COVID-19 during the day</li><li>4. Full engagement with NHS test and trace as required</li></ol>			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of infection due to unwell child resulting in direct transmission of the virus			
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	
<div>1. Only qualified first aiders to deliver first aid</div> <div>2. Identify a room that sick pupils can be kept in until parents come to collect them, ideally with: A door you can close</div> <div>3. Staff need to wash their hands thoroughly after contact with an ill child</div> <div>4. PPE including a face shield should be used</div> <div>5. When treating an unwell child an adult who wore a face covering does not need to go home and isolate unless the symptomatic person subsequently tests positive, they develop symptoms themselves or they are instructed to do so by NHS test and trace.</div>			

### **Test Kits**

The school has a small supply of test kits available to distribute as it sees fit to reduce the impact of the virus on the education of pupils, These will be allocated at the discretion of the head teacher to pupils or staff where doing so would result in a reduced impact on education, typically by reducing wait times for a test.

### **Clinically Vulnerable and Clinically Extremely Vulnerable Pupils**

All pupils, including those who are clinically extremely vulnerable, can continue to attend school unless they are one of the very small numbers of pupils or students under paediatric care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend school. Online learning will be provided for these pupils.

### **Clinically Vulnerable and Clinically Extremely Vulnerable Staff**

Clinically vulnerable staff can attend school. While in school, they should follow the sector-specific measures in this document to minimise the risks of transmission. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing. This provides that ideally, adults should maintain 2-metre distance from others, and where this is not possible, avoid close face-to-face contact and minimise time spent within 1-metre of others.

Clinically extremely vulnerable staff will be supported to work from home

All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.

### **Ventilation**

It is important to ensure it is well ventilated and a comfortable teaching environment is maintained.

This can be achieved by a variety of measures including:

- mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)
- natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air
- natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)

To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:

- opening high level windows in preference to low level to reduce draughts
- increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)
- providing flexibility to allow additional, suitable indoor clothing.
- rearranging furniture where possible to avoid direct drafts

Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.