

Covid -19 Risk Assessment Form - re- integration plan for Farnborough Primary School

May 2020

Risk Assessments will be reviewed regularly and will be subject to adjustments in line with government safety guidance and school contexts.

Farnborough Primary School			
Date of assessment			
Who is at risk	Staff, pupils, contractors, visitors (Contractors and visitors to site to be kept to a minimum and only for essential work)		
This risk assessment needs to be completed by the Headteacher, with input from staff members as needed.			
Risk and NEST Expectation	Plan for mitigation/way to meet expectation	Risk Before mitigation L, M, H	Risk After mitigation L, M, H
Staffing levels			
Adequate staffing levels can be maintained for the planned number of children in school			
There is a DSL, First Aider and Health and Safety Lead on site at all times and staff know who these staff members are			
Rota for staff to minimise those on site Who can still work from home? Some Admin staff, staff on PPA?			
Rota places staff with set groups of children to minimise contact with others			
Individual risk assessments need to be completed for any pupils returning with specific need/care to establish whether the placement can be facilitated safely			
Training for staff on Health and Safety to be completed prior to re-opening of school			
Vulnerable staff			
Staff who are shielding should be working from home. For staff members who live with someone who is shielding	https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-		

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consideration should be given to working from home	from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19		
Staff who are clinically vulnerable or have a member of their household who are clinically vulnerable have an individual risk assessment completed as to options for work	https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people		
Staff who are pregnant are to work from home			
Staff showing symptoms of the virus to be given sufficient time off to recover following illness in addition to the guidelines on self-isolation			
All GOV.UK guidance to be followed regarding isolation, distancing, and hygiene	https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings		
School SLT to liaise with any staff members who are anxious or struggling to readjust and an individual risk assessment be completed			
Risk of increased transmission of virus due to journeys to and from school			
Staff and pupils to travel on foot, bicycle, motorcycle or own car	<i>(Consider ways to communicate this to parents and carers)</i>		
No car sharing apart from with members of own household			
No use of taxis			
No use of public transport unless social distancing is possible			
Parents and carers to be encouraged not to linger at the school gate and for only one parent/carers to drop off/collect			
Risk of transmission through staff and pupils and others entering school building from outside and leaving at the end of the day			
All entrances to school to be used to minimise contact between small class groups Set entrances for set groups established			
Staggering of arrival times			
All pupils and staff to sanitise/wash hands on arrival			
Minimise items brought onto school site. No book bags, staff			

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to only bring one small bag – reduce items taken to and from school.			
No parents and carers on school grounds			
No visitors to enter school grounds other than essential contractors to deal with urgent works			
All external lettings have ceased			
Mark out/signpost 2m/one-way systems for social distancing on paths into school, corridors			
School lobby shutters/screens to remain closed			
Risk of transmission through activities on site			
Communal gatherings to be suspended until after pandemic (ie assemblies, sports events, concerts, etc)			
Everyone in the building to socially distance at all times; areas where this is not possible should be closed off or used by limited staff (eg small shared offices/ narrow corridors etc)			
Children to be taught safe distancing and any new evacuation procedures			
Cleaners to clean all areas used at least daily			
Staff to be allocated to a class unit and stay with that unit			
Clear expectations for regular wiping and cleaning throughout the day Caretakers/Site managers – bannisters, door handles, taps etc School staff -classroom equipment			
Consider use of signing sheets to confirm equipment has been cleaned as expected.			
Communicate importance of regular washing of clothes – daily if possible - and cleaning of other items brought onto site			
Admin offices should only be used by admin staff with 2m distancing			
Stagger use of the staffroom to ensure social distancing and			

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ensure cleaning expectations are set			
Classroom			
Every class to be set up according to observing social distancing measures. Pupils need to be 2 apart and have own work area with own work equipment	No more than 10 children per classroom		
Handwashing/sanitising station in each classroom and regular handwashing to be observed throughout the day and Before and after lunch After coughing or sneezing			
Tissue station in each classroom with plastic bag lined bin for disposal of tissues. Plastic bag to be replaced at least daily			
Good hygiene expectations are clearly displayed and taught regularly			
Cleaning wipes/materials available for class equipment			
Class units to be only be used by allocated staff and pupils			
No shared use of cups, crockery, fabric resources, musical instruments that are blown, etc. All soft toys to be removed			
Windows to be open as far as possible to ensure sufficient ventilation			
Doors to be left open as far as possible - consider fire risk- to minimise use of handles			
Outside Learning			
Clear timetabling of outside space to ensure class units remain as one			
Outside space to be zoned to ensure best use			
Outside learning to take place as often as possible			
No use of fixed outdoor play equipment			
No sharing of small outdoor equipment – only plastic and wipe/washable equipment to be used and this needs to be cleaned after each use			

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Any outside tables need to be cleaned after any use			
All to wash/sanitise hands when entering building after outside learning			
Movement around the school/ Breaktimes			
2m distance to be applied when entering and exiting the classroom			
Movement to and from classrooms to be kept to a minimum			
Breaktimes and entry and exits to be staggered to avoid class units meeting			
Use of toilets to be staggered and monitored to ensure they do not become overcrowded.	Teach pupils maximum number allowed in toilets and waiting routine so not to block corridors etc.		
Lunchtime			
Lunchtime to be staggered so that pupils eat in class units and sit 2m apart			
Tables to be wiped between each class unit			
Arrival/departure at/from lunch hall to be clearly planned to avoid congestion			
Consider allocation of a Midday Meals Supervisor to a class unit			
Separate risk assessment by kitchen staff satisfies stringent safety measures and is monitored regularly			
Serving of meals incorporates social distancing			
Packed lunch boxes are only handled by child to whom they belong. All waste is taken home			
Children use disposable paper cups or own water bottle that only they handle.			
Use of PPE			
PPE to be used for all first aid and if a child becomes unwell			
Disposable PPE to be used only once and securely disposed of following use in a plastic bin bag			

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Staff delivering first aid to be aware of safe use of and disposal of PPE			
First Aid/ill child			
Only qualified first aiders to deliver first aid			
Identify a room that sick pupils can be kept in until parents come to collect them, ideally with: A door you can close A window you can open for ventilation A separate bathroom they can use (either attached to the room or nearby)	Ensure that the first aid room is thoroughly cleaned when a child who is unwell leaves		
Staff need to wash their hands thoroughly after contact with an ill child			
A face shield should be used if there is any risk of a splash to the face from coughing spitting or vomiting			
There is a clear plan in place following any diagnosis of Covid -19 within school – this follows government guidance			
NAME OF THE ASSESSOR Please Print:			
SIGNATURE OF THE ASSESSOR: -			
POSITION OF RESPONSIBLE PERSON: -			
Date of planned review: This plan should be reviewed weekly			