

Covid -19 Risk Assessment Form - plan for reopening September 2020

This Risk Assessment follows DFE guidance and expectations

Farnborough Primary School

Date of assessment	July 2020 in readiness for September 2020
Who is at risk	Staff, pupils, contractors, visitors (Contractors and visitors on 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
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Prevention:

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	Ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms , or have tested positive in the last 7 days.	H	L
	If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow ' stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection '. They must self-isolate for at least 7 days and should arrange to have a test Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.	H	L
Clean hands thoroughly more often than usual	Pupils clean their hands regularly, when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Soap and running water, hand sanitiser and skin friendly skin cleaning wipes can be used. Posters on the importance of hygiene will be on display around the school. Pupils will be taught about the importance of thorough hand washing and how this should be done.	H	L
Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	Ensure that there have enough tissues and bins available in the school to support pupils and staff to follow this routine. For pupils who find it hard to manage good respiratory hygiene an individual risk assessment should be put in place. Posters on good respiratory signage will be clearly displayed around the school.	H	L

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	Children will be taught good respiratory hygiene and reminded about this as needed.		
<p>Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach COVID-19: cleaning of non-healthcare settings guidance. This guidance will be updated by the end of the Summer Term.</p>	The cleaning schedule ensures cleaning is generally enhanced - with rotas to ensure expectations are met.	H	M
	More frequent cleaning of rooms and shared areas that are used by different groups	H	M
	Frequently touched surfaces being cleaned more often than normal.		
	Toilets will need to be cleaned regularly and pupils will be encouraged to clean their hands thoroughly after using the toilet.		
<p>Minimise contact between individuals and maintain social distancing wherever possible Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</p>	<p>Keep groups separate (in 'bubbles') and maintaining distance between individuals. It is acceptable for younger children (Nursery, EYFS and Y1) not to distance within their group. Signage around the school will promote social distancing.</p>	H	M
	Use of consistent groups to reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group.	H	M
	If class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, year group sized 'bubbles' can be implemented.	H	L
	<p>Keep children in their class groups for most of the classroom time, allowing mixing into wider groups for specialist teaching, wraparound care and play time if needed. If mixing in wider groups is needed, consider use of outside areas and minimising contact.</p>	H	L
	<p>For intervention, small group focus teaching the following will be followed:</p> <ul style="list-style-type: none"> • Staff wash hands before and after working with pupils • A space is identified for the intervention to take place and set up with separate desks placed a suitable distance apart • All equipment needed for the child is set up in the space before the start of the session • The intervention is provided at a distance • After the child has returned to class, the member of staff cleans the desk area and washes any equipment that needs to be used by another pupil. 	H	L
	Teachers and other staff who need to operate across different classes and year	H	L

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	groups should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.		
Working within a class bubble.	Reduce the amount of time there is face to face to contact to lower the risk of transmission	H	L
	Adults working within the class to remain 2m apart as far as is possible	H	M
	Minimise time spent within 1 metre of anyone within the class	H	M
	For pupils who have complex needs or who need close contact care and individual risk assessment will be completed.	H H	M M
	Pupils to be taught, as far as is possible, to maintain distance and not touch peers or staff.		
	Seat pupils side by side and facing forwards, rather than face to face or side on. For younger children in nursery, EYFS or Y1, consider space to move around for less formal seating with less furniture.	H	M
	Remove all unnecessary furniture if there is a space to place this.	H	L
	For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared. Each pupil will have their own zip folder of equipment that is kept in school.	H	L
	Classroom based resources, such as books and games, used and shared within the bubble will be cleaned regularly.	H	L
Measures across the school	No assemblies or collective worship with more than one group.	H	L
	Movement around the school site kept to a minimum.	H	M
	Use of the toilets to be actively managed to prevent overcrowding – especially at lunchtime.	H	M
	Staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups)	H	M
	Use of outside areas to be timetabled and zoned if necessary.	H	L
	Use of a shortened lunch time to support staggering during lunch and at the start and end of the day.		

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	The NEST Behaviour Policy addendum will support behaviour expectations in school.	H	M
	Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.	H H	L L
	Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.	H	L
	Outdoor playground equipment should be more frequently cleaned and between groups, if used.	H	L
	Ventilation in school to be a priority – windows and doors to be open when possible and safe to do so. Air conditioning can be used. If using a centralised ventilation system that removes and circulates air to different rooms, it is recommended that recirculation is turned off and a fresh air supply used.	H	L
	Use of plans routes and movement times limits contact between groups in school.	H	L
	During PE lessons sports equipment will be thoroughly cleaned between each use by different groups, and contact sports avoided. Outdoor sports will be prioritised. If PE is completed indoor maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene will be a priority.	H	L
	Where sports coaches are used, arrangements will operate within their wider protective measures set out in this Risk Assessment.	H	L
	If pupils are playing instruments or singing, they should: <ul style="list-style-type: none"> • Do so in small groups of no more than 15, with physical distancing • Play outside wherever possible • Be positioned back-to-back or side-to-side • Avoiding sharing of instruments • Have good ventilation. 	H	M
	All water fountains will remain turned off.	H	L

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Measures for arriving at and leaving school	Staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school. This should not reduce the amount of overall teaching time.	H	M
	Remind parents and carers that gathering at the school gates is not advisable.	H	L
	Reduce need for parents and carers to come into the school – create an appointment system.		
	There is a process for removing face coverings when pupils and staff use them when arriving at school and this is clearly communicated. <ul style="list-style-type: none"> - All must not to touch the front of their face covering during use or when removing them. - They must wash their hands immediately on arrival after removing the mask. - Temporary face coverings must be disposed of in a covered bin. - Reusable face coverings must be placed in a plastic bag which can be taken home. - Guidance on safe working in education, childcare and children's social care provides more advice. 	H	M
	There will be a limit on the amount of equipment pupils bring into school each day, to essentials such as lunch boxes, hats, coats, books, and mobile phones (for Y6 pupils)	H	L
	PE kit should be kept in school or pupils come school in PE kit of PE days.	H	L
Books taken to and from school should be kept with the pupil or when exchanged wiped over or left for 48 hours.	H	L	
Use of public transport	Knowledge of staff and pupils who use public transport will allow consideration of the feasibility of a staggered start and finish time to reduce travel at peak times.	H	L
	Encourage walking and or cycling to school to avoid use of public transport.	H	L
	Staff and families using public transport will be referred to the safer travel guidance for passengers .	H	L
Visitors to the school site – In the Autumn Term only essential contractors to deal with urgent works.	Supply teachers, peripatetic teachers and/or other temporary staff will ensure they minimise contact and maintain as much distance as possible from other staff. These expectations will be communicated upon arrival at school.	H	L

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	Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual but will minimise contact and maintain as much distance as is possible. These expectations will be communicated upon arrival at school.	H	L
	Where visits, from contractors, can happen outside of school hours, they should.	H	L
	Site guidance on physical distancing and hygiene is explained to visitors on or before arrival.	H	L
	A record will be kept of all visitors	H	L
Staff, parents and carers who are anxious about returning	Those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus, including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes should discuss their concerns with the school and if necessary, an individual risk assessment should be considered. Advice for those who are clinically-vulnerable, including pregnant women Information about the extra mental health support for pupils and teachers is available.	H	M
Pupils with complex health needs	Pupils no longer required to shield but who generally remain under the care of a specialist health professional should discuss their care with their health professional before returning to school. Advice from the Royal College of Paediatrics and Child Health: COVID-19 - 'shielding' guidance for children and young people.	H	M
Training for staff and communication to families	Training on Health and Safety and this Risk Assessment to be completed for all staff prior to opening in September. This Risk Assessment and pertinent information to be shared with families.	H	L
Mental health and wellbeing affected through isolation or anxiety about coronavirus	Have regular keeping in touch meetings and discussions with staff and pupils. Communicate to staff and pupils about how to raise concerns or who to go to so they can talk things through. Involve staff in completing risk assessments so they can help identify potential problems and identify solutions. Keep staff, families and children updated on what is happening so they feel involved and reassured.	H	L
Educational visits	During the Autumn Term, as a minimum, there will be no educational visits completed.	H	L

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Wrap around care and before and after school clubs	During the Autumn Term, schools will open wrap around care when the risk assessment follows DfE guidance. Before and after on-site school clubs will not start in September, parents and carers will be advised to consider minimising the number of out of school clubs their child attends and to check the risk planning for the club.	H	M
Use of PPE			
PPE to be used if child becomes unwell with Covid-19 type symptoms or is vomiting or has diarrhoea	More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.	H	M
Personal or intimate carer for children with SEND.	Where a child already has routine intimate care needs PPE should continue to be used. safe working in education, childcare and children's social care	H	M
Disposable PPE to be used only once and securely disposed of following use in a plastic bin bag		H	M
Staff delivering first aid to be aware of safe use of and disposal of PPE		H	M
First Aid/ill child			
Only qualified first aiders to deliver first aid		H	M
All first aid to be administered with gloves		H	M
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	H	M
Staff need to wash their hands thoroughly for 20 seconds with soap and running or use hand sanitiser after contact with an ill child		H	M

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A face shield should be used if there is any risk of a splash to the face from coughing spitting or vomiting		H	L
Members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves.	If the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace, the staff member will need to self-isolate	H	M
The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.	See the COVID-19: cleaning of non-healthcare settings guidance	H	L
Response to any infection			
Engage with the NHS Test and Trace process	<p>Staff understand the NHS Test and Trace process and how to contact their local Public Health England health protection team.</p> <p>Staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they are displaying symptoms. • 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 • 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) <p>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</p>	H	L
	Tests can be booked online through the NHS testing and tracing for coronavirus website , or ordered by telephone via NHS 119.	H	L
	Essential workers, which includes anyone involved in education or childcare, have priority access to testing.	H	L

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	Schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested.	H	L
	Parents, carers and staff will be asked to inform the school immediately of the results of a test.	H	L
	If someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’	H	L
Manage confirmed cases of coronavirus (COVID-19) amongst the school community	When the school becomes aware that someone who has attended has tested positive for coronavirus (COVID-19) they will contact the local health protection team.	H	L
	The local health protection team will 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	H	L
	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.	H	L
	Based on the advice from the health protection team, the school will send home those 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: <ul style="list-style-type: none"> • 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) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person 	H	L
	The school will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups.	H	L
Contain any outbreak by following local health protection team advice	If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, there may be an	H	M

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	outbreak, and will work with their local health protection team on additional action.		
Further guidance is available on testing and tracing for coronavirus (COVID-19) .			
Alternate Provision			
Children with complex needs returning to school.	Assess risks and put in place proportionate control measures through an individual risk assessment completed in consultation with parents and carers and the child if appropriate and referencing the control measures in this risk assessment.	H	M
	Consider the use of smaller groupings to minimise risk.	H	L
Use of dedicated school transport	<p>The approach to dedicated transport will align as far as possible with the principles underpinning the system of controls set out in this document. The following will be included in the pupil's individual risk assessment in discussion with the provider.</p> <ul style="list-style-type: none"> How pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school Use of hand sanitiser upon boarding and/or disembarking Additional cleaning of vehicles Organised queuing and boarding where possible Distancing within vehicles wherever possible 	N/A	N/A
NAME OF THE ASSESSOR Please Print: Angela James SIGNATURE OF THE ASSESSOR: - <i>Angela James</i> POSITION OF RESPONSIBLE PERSON: - Head Teacher			
Date of planned review: This plan should be reviewed weekly, with updated versions published on the school website. Schools should have active arrangements in place to monitor that the controls are: <ul style="list-style-type: none"> effective working as planned updated appropriately considering any issues identified and changes in public health advice 		We will update this document weekly and upload onto the website every Friday.	