

IMPORTANT – please read this information before completing this risk assessment.

This is a model risk assessment and MUST be adapted to reflect the significant hazards and control measures present in your site to allow the safe return of pupils and staff to your school. This is a live document and it must be continuously reviewed alongside the latest Covid-19 government guidance. It must also be read alongside existing risk assessments and health and safety arrangements for your school.

The control measures listed **are prompts** and will not necessarily reflect those in all establishments and you MUST adapt it by adding (or removing) **and outlining in detail the control measures as appropriate to your establishment.**

If you need help to complete this risk assessment, please refer to HS47 (Risk Assessment Arrangements) or telephone the Devon Health & Safety Service on 01392 382027.

*For local health protection advice please call (**awaiting number**).*

	Establishment/Department: Bolham Primary School	Establishment Risk Assessment	RA100 V2.2.
	Address : Bolham – Tiverton		
Person(s)/Group at Risk Staff, Pupils, Visitors and Contractors		Date assessment completed: 20.5.20 This document is to remain under constant review due to the fast-changing nature of DfE / Government guidance in response to the challenges posed by Covid-19.	
Return to school risk assessment – based on the principles and guidance contained within DfE Guidance: Coronavirus (COVID-19): implementing protective measures in education and childcare settings (12 May 2020) This risk assessment is generic, and each school is responsible for reviewing and amending to ensure it is applicable to their setting. This risk assessment should be read alongside DCC guidance document C-19, checklist C-19 and the latest government guidance: https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings General guidance on completing risk assessments is available at arrangements note HS47. Updates:		Assessor(s): Denise Woodgate Covid 19 Governor- Stephen Moakes Shared with FGB – 21.5.20	
Version Control: RA 100 Version 2.1			
Update – 15/7/20, page 6. Premises related matters - Management of waste			
Update – 25/08/20, page 12,13,14. School Transport			

Update – 25/08/20 and 02/09/20, page 14-15. Curriculum considerations (Science, art and D&T Music Dance and Drama – link to new guidance and guidance for performing arts)
Update – 25/8/20, page 8. Managing supply teachers, visitors, contractors and other temporary visiting staff
Update – 25/8/20, 28/08/20, 02/09/20 page 10-11. Dealing with suspected and confirmed case/cases and outbreak, link to access to testing kits, use of face coverings in education – link to new guidance, link to action cards and updated guidance of 31/820
Update – 25/8/20, page 6-7. Contaminated surfaces spreading virus.
Update – 02/09/20, page 4. Social distancing and reducing risk of transmission, Wraparound provision
Update – 02/09/20, page 6. Premises related matters - Hiring of premises
Update – 15/09/20, page 16. Educational Visits - updated link.
Update – 29/10/20, page 5 – 6. Premises related matters, ventilation to reduce to spread and thermal comfort – Updated following HSE spot checks.
Update – 29/10/20, page 15. Curriculum considerations, update on Music Dance and Drama

Significant Hazard Section	Control measures in place <i>Additional measures or actions not included in this column below should be put in the assessor's recommendations at the end of this document</i>
Movement of persons around the school	
Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing.	<p><i>One- way system for entry and exit to site in place</i> <i>Gate staff to be on duty at the start and end of the day</i> <i>Staggered drop-off and collection times avoiding any changes to pupils that arrive at school on school transport where possible.- see information for parents and staff pack</i> <i>Parents information pack to be sent out prior to June 1st</i> <i>Separate site locations for each year group where possible Use alternative drop off locations where possible</i> <i>Parents advised to wear face covering on site as from 9.11.20 and to exit site once children have been collected – 9.11.20</i></p>
Parents gathering at school gate not social distancing	<p><i>Drop-off and pick-up protocols that minimise adult to adult contact explained in parent pack</i> <i>Parents advised that that they cannot gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment.</i> <i>Footprints/tape in each designated area marked at 2m</i> <i>Designated meeting area for staff and parents identified and marked with footprints</i> <i>Staff to have own rest areas- no shared meeting space available</i></p>
Overcrowding in classrooms and corridors.	<p><i>Optimum class size identified for each class /teaching unit</i> <i>EYFS and Year 1 to be split into separate year groups for teaching</i> <i>Mrs. Hillier to teach Year 1 in Class 2</i> <i>Mrs Worthington to teach EYFS in Class 1</i> <i>Mr. Botham to teach key worker and vulnerable children in Class 3</i> <i>Mr. Dickinson to teach Year 6 in Class 4</i> <i>Desks spaced a 2m intervals within classrooms</i> <i>Class 1 and 2 to have identified break -out space with appropriate age related resources.</i> <i>Groups to remain within their teaching unit throughout the day and access all outside space via their outside doors</i> <i>Reduced movement around the school and assemblies to be held in teaching units.</i> <i>Teachers to escort children in corridor areas at all times</i></p>
Increased numbers during breaks compromising social distancing.	<p><i>Break times and lunchtimes are staggered with identified outdoor spaces for each year group to ensure no crossover. Supervision in place and nominated by identified teaching unit staff and lunch time staff who will not mix with any other year groups.</i></p>
Increased numbers during lunchtime compromising social distancing.	<p><i>Staggered lunchtimes and in set groups with handwashing timetable in place</i> <i>Lunches to be delivered to classrooms by identified member of unit team.</i> <i>Children to eat at their own SD table.</i> <i>Tables to be cleaned before food is eaten and afterwards before lessons resume</i></p>

Spread of virus due to increased numbers of people within the building.	<i>Inform parents that if their child needs to be accompanied to school only one parent should attend-parents information pack to be issued 28.5.20</i>
Inadequate social distancing measures leading to spread of the virus	<i>Cohorts will remain together where possible Each cohort will retain the same teacher / TA/MTA subject to staff absence No sports or music provision with visiting staff will be available during this period.</i>
Premises related matters	
Changes to building use being safe for pupils & staff– e.g. storage, one-way systems, floor tape	<i>Whole school risk assessment (RA22 or equivalent) reviewed and updated to ensure control measures remain suitable and in place. Update risk assessments to include any changes that have been necessary (e.g. handwashing, one-way systems, allocation of specific classrooms) Consider how the layout will enable access to outdoor space and the equipment necessary for teaching the year groups. Consider how changes will impact on arrangements such as safe fire evacuation routes (see below). ppe</i>
First Aid procedures – Reduced numbers of first aiders and Paediatric first aider	<i>First Aid risk assessment (RA22 or equivalent) to be reviewed and amended Communication of first aid arrangements provided during staff briefing Review daily through briefings <u>First Aid bins required for dirty waste in each room – 9.6.20</u> <u>Small fridge in C3 for cold compress to prevent cross contamination of resources – 9.6.20</u></i>
Fire Procedures	<i>All escape routes to remain as normal Testing and monitoring regimes as normal for fire detection and alarm systems, fire extinguishers and that any interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures. Fire Evacuation review undertaken 19.5.20 Assembly points to ensure that social distancing guidelines are being met.</i>
Water hygiene – management of legionella	<i>Review the water hygiene management plan- 1.5.20 Water cleaning and disinfection to take place – 30.5.20 by Churchills in accordance with has taken place prior government guidance https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak (and NPS guidance: Water Hygiene Management during Covid-19 Lockdown)) <u>Samples of water taken 9.6.20</u></i>
Using and monitoring new practices to reduce risk of Covid-19 transmission	<i>Staff briefing 19.5.20 – staff information pack included alternative layouts, timetables, designated rooms ,PPE and cleaning Fire evacuation routes and assembly points briefing 19.5.20 End of the day briefings to be planned Headteacher to monitor arrangements throughout the day and make remedial actions where needed. Opportunity for all employees to raise concerns at briefing – 19.5.20 – questions recorded</i>

	<i>Staff governor requested staff email questions/concerns to be raised at FGB meeting 21.5.20</i>
Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)	<i>All premises management contractors must make an appointment to visit the school so that requirements and controls can be clearly explained.</i>
Staff rooms and offices to comply with social distancing and safe working practice	<i>Staff room only open to members of Class 2 teaching unit Tea /coffee cups to be provided in each class with kettle. Staff to wipe surface areas once they have used the facility. Staff to email admin staff where possible to minimise visits to office 14.12.20 Corridor area to be used for any large scale staff meetings required. Staff to sit in own designated areas Windows./doors to be left open Quarantine systems to be used for any shared items</i>
Ventilation to reduce spread	<i>Open windows in each teaching unit and offices during the day All internal fire doors to be propped open where safe to do so to minimise contact with door handles and prop doors open, where safe to do so</i>
Management of waste	<i>Bins (with lids) for tissues to be provided in each teaching unit and clearly marked and emptied in accordance with guidance on disposal of waste (such as used fluid resistant masks) https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-ppe-and-face-coverings-be-disposed-of Staff informed via staff briefing pack – 19.5.20 Lunchtime food waste to be put into central bin in corridor area-changed 3.6.20 – small waste bins provided in hall with separate cutlery bins. Trays to be placed in the dishwasher</i>
Lessons or activities to take place outdoors in line with social distancing	<i>Lesson timetable issued to teachers -19.5.20 Teachers to agree curriculum timetable for June 1st and liaise daily if they require outdoor space for the following day at end of day briefing</i>
Cleaning and reducing contamination	
Contaminated surfaces spreading virus.	<i>Unnecessary items removed from classrooms – 21.5.20 where possible given limited storage space Shared play dough, sand and soft furnishings and toys removed from early years setting to reduce contact surfaces. Government cleaning guidance if a someone becomes ill with suspected COVID-19 at the setting https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe - issued to staff at briefing 19.5.20 Staff requested to clean staff toilet after they have used it – wet wipes provided</i>

Using play equipment - multiple use	<i>Toys and equipment use cleaned after each group use – Milton solution and spray bottles to be provided Briefing instruction – 19.5.20 Outdoor play box for each class bubble to be clearly marked and cleaned to avoid potential contamination – 1.6.20</i>
Shared resources and equipment increasing spread	<i>Staff to manage own stationery resources within teaching units Admin staff and headteacher to use own office and not share computers or telephones All telephones to be wiped at set times during the day Photocopier to be put out of use- staff may only send copies to printer from teaching unit I.CT. Only one person at a time to visit the photocopier to collect copies. Children will not be allowed to use the photocopier.</i>
Cleaning staff and hygiene contractors capacity - providing additional requirements	<i>Deep clean discussed with Devon Norse – 15.5.20 – awaiting quote for cleaning Additional daily hours -discussed with cleaner Cleaner attended briefing -19.5.20 Cleaning supplies check- 21.5.20 –order placed in accordance with https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe and https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings. Cleaning information pack provided by Devon Norse – 2.6.20 Extra daily toilet cleaning put in to place 1.6.20</i>
Sufficient handwashing facilities for staff and pupils	<i>Wall mounted sanitiser provided at reception entrance All teaching units have access to a sink with hot water soap and paper towels. Where a sink is not nearby, provide supervised access to hand sanitiser in classrooms and other learning environments. Timetable of handwashing included in staff briefing pack – 19.5.20 Sanitiser provided in each teaching unit</i>
Additional time for staff and pupils to carry out handwashing	<i>Timetable of handwashing included in staff briefing pack – 19.5.20 Staggered handwashing and toilet times arranged at lunchtimes and playtimes</i>
Handwashing practice with children	<i>Handwashing routines established prior to lockdown- review June 1st with children Poster in situ throughout the school to reminded pupils to clean their hands at set points .</i>
Sufficient supplies of soap and cleaning products	<i>Supplies discussed with contractor – 21.5.20 Extra hand washing soap to be provided in each classroom. Parents to supply hand cream for any individuals whose skin may react as result of increased handwashing with new products- parent information packs</i>
Toilets being overcrowded	<i>Staggered toilet breaks timetabled and shared with staff- briefing – 19.5.20 1 in 1 out Toilet system to ensure toilet area is not overcrowded to be agreed 22.5.20and reviewed as from June 1st Teachers/assistants -to escort children to toilet area to ensure no overcrowding Changing toilet identified for pupils requiring intimate care – 3.6.20 –signs put into place</i>
Staff related issues	

Inadequate training for Heads on completion of RA for covid-19 return leading to anxiety and lack of the reassurance needed for staff	<i>Guidance, risk assessment and checklist provided to schools, Schools DfE Helpline and resources, access to support via LA HR One Advice provided to TCLP Heads Group – mins available</i>
Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios	<i>If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. Carefully planning the year groups for whom provision is offered (using the Dfe priority list) based on staff availability. Follow government guidance on creating and staffing your temporary teaching groups: https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#creating-and-staffing-your-temporary-teaching-groups</i>
Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	<i>Discussed with staff at briefing – 19.5.20 Staff information pack and included , -safety measures, timetable changes and staggered arrival and departure times Health and welfare service available to staff 24 hrs. a day 7 days a week – details to be sent to staff – 22.5.20</i>
Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment	<i>New staff pack issued with updated information 4.6.20</i>
Accessing testing arrangements are clear for all staff	<i>Access to testing is available to all essential workers https://www.gov.uk/apply-coronavirus-test - details to be emailed to staff 21.5.20</i>
Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.	<i>If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home a face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. –visors to be- provided for each teaching unit – 2 currently sourced If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn Ensuring that fluid resistant face masks are available for all schools and that a supply is maintained. https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe Labelled PPE. box and safety poster to be made available in each teaching unit – Staff briefing pack – 19.5.20 Dirty PPE area identified 1.6.20 and marked with appropriate signage and record sheet for cleaning staff <u>Unit for dirty PPE area required for materials 9.6.20</u> Extra 24/48/72 hr boxes put into PPE dirty area to ensure safe removal of soiled materials – 17.6.20</i>
High risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors	<i>A risk assessment undertaken for vulnerable groups, for DCC using the 'DCC Covid -19 vulnerable groups risk assessment' document https://devoncc.sharepoint.com/:w:/s/HRCOVID-19/ETkvMzIbd65JnQJBILQMBt8Bzirqf3g89ikk3fMTyiFA3A?e=M2B5rJ along with DCC 'Managers Guide to Supporting BAME colleagues' https://devoncc.sharepoint.com/:w:/s/HRCOVID-19/EVuSQ3BmIJxNja2RpcSLj6oBITFU8E2qwSljDTBDnsKmgA?e=DqChh6 Guidance on shielding and protecting extremely vulnerable persons https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 and clinically vulnerable people https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people should also be followed when considering staffing arrangements.</i>

	<i>Risk Assessment undertaken with Chair of Governors – 20.4.20 measures to be reviewed</i>
Staff use of PPE	<i>Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way. Follow guidance</i> https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe <i>Discussed at staff briefing 19.5.20</i>
Use of PPE Lack of understanding	<i>Briefing on use and safe disposal to be arranged 22.5.20 following guidance on putting on and taking off standard PPE</i> https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures <i>Posters to be displayed and emailed to staff 21.5.20</i> <i>Staff dirty PPE training – all staff – 5.6.20</i>
Dealing with suspected and confirmed cases / cases	<i>Follow government guidance on what happens if someone becomes ill and what happens if there is a confirmed case of coronavirus in a setting</i> 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#when-open Manage confirmed cases of coronavirus (COVID-19) amongst the school community. (Close contact means): <ul style="list-style-type: none"> • <i>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)</i> • <i>proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</i> • <i>travelling in a small vehicle, like a car, with an infected person- updated 15.12.12</i> <i>Staff information pack and briefing 19.5.20</i> <i>Accurate record of staff and pupils to be maintained to enable public health contact tracking and test regimes.</i>
Pupil related issues	
Vulnerable groups who are clinically, extremely vulnerable.	<i>Parents should follow medical advice if their child is in this category:</i> https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version or if someone within their household is in this category https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 <i>Parents Information Pack</i>
Children with EHCP	<i>Complete risk assessment before attendance</i>

Pupils unable to follow guidance	<i>Same teacher and support staff to be assigned to each group. Additional measure will need to be agreed for some pupils before their return to school</i>
Specific issues for EY stage children understanding social distancing	<i>Further EYFS stage guidance to be issued</i>
Member of a class becoming unwell with COVID19	<i>Staff will put on PPE including full face visor before dealing with the child- discussed at staff briefing - 19.5.20 If a child is awaiting collection, they will be moved to the main reception area where they can be isolated behind a closed door and supervised by a member of staff (Soft chairs will be replaced with a plastic chair for easy cleaning purposes) A do not enter notice will be placed on the front door A window will be opened for ventilation. If it is not possible to isolate them, they will be moved them to an area which is at least 2 metres away from other people. The area must be cleaned according to guidelines after the pupil or member of staff has left and waste disposed of in accordance with guidelines</i>
Transport	
Travel to school and provision of safe school transport:	<i>Parents and children encourage to walk or cycle to school where possible. Liaise with School Transport Team where further consider needs to be given to taxi services.</i>
School Transport arrangements support changes to school times	<i>Request information from parents of children returning who may be using school transport services so that arrangements can be put into place – 22.5.20 Follow government guidance https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles</i>
Provision of food	
Kitchen facilities comply with latest Covid19 guidance to reduce risk of infection/contamination	<i>Devon Norse to confirm that food safety and hygiene procedures and Government guidance for catering establishments https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery are followed</i>
Food that is able to be prepared on premises is compliant with Covid - 19 health and hygiene guidance	<i>Not applicable</i>
Catering staff are operating in a safe environment	<i>Catering staff to follow government guidance https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery – to be confirmed by Devon Norse School collection and delivery information pack to be issued – 26.5.20</i>
Communications with parents and others	

Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	<i>Parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus. Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site. – Poster on the front door Publish a site telephone number in case of immediate access required.</i>
Suppliers understanding and complying with new arrangements	<i>Discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours Water management arranged for 30.5.20 Visitor guidelines made available in front reception area – lanyards and visitor book placed in same area to minimise risk to admin staff</i>
Communications to parents and staff	<i>Regular communications – weekly parent update via the Bolham Bullet and extra Monday updates as required</i>
Parent aggression due to anxiety and stress.	<i>Parent and carer information pack to be issued before June 1st with all details for their child's year group Emails responded to within 24 hours TEXT2 parents used to communicate information</i>

Assessor's Recommendations - Additional Control Measures or Actions

Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible
	Exit and entrance signs to be placed on gates	21.5.20	DW
	Parent Information Pack to be created and sent out	28.5.20	DW
	RA 22 to be reviewed	19.5.20	DW

	Fire Risk Assessment to be reviewed and fire briefing to take place with staff	19.5.20	DW
	Behaviour Policy to be updated with staff	22.5.20	CW
	Water Management system to be cleaned	30.5.20	DW
	Deep clean to be arranged and cleaning supplies to be checked with Devon Norse .Extra hours confirmed	22.5.20	DW
	First Aid ,PPE and waste management equipment to be place in situ	21-22 nd May	DW
	Classrooms to be made ready	21-22 nd May	DW
	Parents survey email ref school transport	21.5.20	DW
	Devon Norse catering arrangements and safety guidelines to be confirmed .School guidance to be issued to Devon Norse staff	26.5.20	DW
	Designated dirty PPE area identified and changing room in boys'toilet	1.6.20	DW
	<u>Cleaning cupboard key to be issued to each class and stored in PPE box for quick access</u>	<u>5.6.20</u>	<u>CF</u>

Signed: Headteacher/Head of Department: Denise Woodgate

Date 20.5.20

The outcome of this assessment should be shared with the relevant staff

A copy of the completed assessment to be kept on file and copied to the Health & Safety Co-ordinator