

The Priory Primary School Risk Assessment: COVID 19



Purpose of the Risk Assessment: Return To School During COVID 19 Pandemic / Protective Measures At The Priory Primary School

Risk Assessment Completed By:	Mike Stewart (Head) / Debra Adams (Deputy) / Rob Henry (Site Manager)	
Responsibility for Enacting / Being Aware of the Control Measures:	All Staff – With all control measures and actions to be reviewed weekly.	
Dates and Timings:	From 1 st June 2020 – All control measures to be in place before students return to school and maintained every day	
Key Risks:	With children and staff returning to school, the key risk is the transmission of COVID 19 to those attending and then resultantly to the wider (and potentially vulnerable) members of the school community. Additionally, there are still unknown factors regarding the transmission of COVID 19 which are difficult to plan and mitigate for.	
Senior Leader Signature / Date:	M. A. Stewart	28.5.20

Likelihood (L)	
1	Very Unlikely
2	Unlikely
3	Possible
4	Likely
5	Very likely

HAZARD SEVERITY (S)				
1	2	3	4	5
Negligible No absence from work	Slight Minor injury/illness	Moderate Injury or illness absence from work	High Single person suffering serious injury or illness & long-term absence from work	Very High Multiple persons suffering serious injury or illness & long-term absence from work
LOW	LOW	LOW	LOW	LOW
LOW	LOW	LOW	MEDIUM	MEDIUM
LOW	LOW	MEDIUM	HIGH	HIGH
LOW	MEDIUM	HIGH	HIGH	HIGH
LOW	MEDIUM	HIGH	HIGH	HIGH

Risk Rating (R) = Likelihood (L) x Hazard Severity (S)	
LOW RISK (Score 1-6)	Acceptable
MEDIUM RISK (Score 8-10)	Task should only proceed with control measures
HIGH RISK (Score 12-25)	Task <u>must not proceed</u> . Evaluate and reduce risk.

HAZARD	PERSONS AFFECTED e.g. Members of the Public, Workforce etc.	RISK			CONTROL MEASURES	RESIDUAL RISK		
		L	S	R		L	S	R
Capacity of the school building and timetable to accommodate children required	All staff	3	3	9	Class / protective bubbles created to ensure maximum number 15 people per group. Each bubble will be segregated from each other throughout the day to reduce social interaction.	2	3	6

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				<p>Play areas / classrooms / facilities and timetables are set for the sole use of each group in order to isolate each bubble.</p> <p>Assess the school and each classroom to establish practically if they are able to accommodate the number of returning pupils and keep the social distancing (2m) in place – this will only be achievable once the number of pupils who will be returning is ascertained (following survey to parents in half term).</p> <p>Bubbles should be kept separate and not interact at any time of the day, there will be no rotation of staff throughout the day.</p> <p>Arrangement of the school timetable to facilitate staggered breaks, additional cleaning, reducing the movement in corridors.</p> <p>No shared areas needs to be used unless cleaning can take place in between groups. Use external doors wherever possible.</p> <p>Furniture and surplus teaching resources will be removed by Rob from the classrooms and stored in the hall in easily accessible areas. Teachers can collect materials and resources from the hall as required, but should always be conscious of the cleaning of these materials. Wherever possible, resources and materials should not be shared by pupils.</p> <p>Toilets:</p> <p>Infant Toilets (Used by Year R) – Floor markings indicating the direction of flow into the toilets. Group A to use the left hand side toilet stalls and wash basin (1 pupil at a time) and Group B using the right side, with the same parameters.</p> <p>Year 3 and 4 Toilets (Used by Year 1) – Group A (in Y3 class) to use the ‘Boys’ for all pupils, with one pupil at a time using the toilet area. Group B (in Y4 class) to use the ‘Girls’ toilets for all pupils, with one pupil at a time using the toilet area.</p> <p>Year 5 and 6 Toilets (Used by Year 6) – Group A (in Y6 class) to use the ‘Boys’ for all pupils, with one pupil at a time using the toilet area. Group B (in Y5 class) to use the ‘Girls’ toilets for all pupils, with one pupil at a time using the toilet area. Staff can use the disabled toilet in the Year 5/6 area.</p>			
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					<p>Disabled Toilets next to the infant toilets (Used By Key Worker Group) all pupils to use this toilet one pupil at a time. If there is a second Key Worker group (housed in the Imaginarium – the children will use the toilet in this area one pupil at a time.</p> <p>Staff Toilets – Staff should utilise the following toilet areas – the staff toilet in the main corridor, the disabled toilet in the Y5/6 toilet area and the toilet in the staff room. Cleaning wipes will be present in the toilets for staff to use as required.</p> <p>Signage for the toilet areas will be organised by Amanda and Rob to indicate the floor markings and toilet organisation.</p> <ul style="list-style-type: none"> • SLT to allocate play areas for different groups. Lunchtime play equipment to be handed out to each bubble to be used with an allocation of wipes to be used by the staff / older children to clean between use. 			
Maintaining adequate staffing	All staff	4	3	12	<p>Staffing allocation is complete for the first 3 weeks of proposed opening, but will be reviewed on a weekly basis. Reserve staff are in place to cover staff absences.</p> <p>Authorisation onto the school site will be by the Headteacher and will include / essential / emergency visitors / contractors to school site.</p> <p>Any relevant staff medical needs to be discussed with Mike (teachers), Debs (LSAs), Aine (Admin), Fiona (Kitchen) prior to them entering the school.</p> <p>Individual risk assessments to be created for all ‘vulnerable staff’ who do return to work.</p> <p>Adequate staffing (first aiders, physical intervention, fire marshals, DSLs, ELSA, Cleaning staff, Site Manager, Admin. SLT) have been scheduled.</p> <p>There is an emphasis on ensuring social distancing, therefore the smallest number of staff are allocated to a classroom – they are spread out across the school site and in classroom bases.</p> <p>Whilst staff may be working in a classroom as the sole adult, if an emergency situation arises a red card should be sent with a responsible pupil directly to the</p>	3	3	9

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				<p>office and immediate assistance will be provided, overriding the need for the 'protective bubble'.</p> <p>Staff to staff interaction:</p> <ul style="list-style-type: none"> • No physical contact. • Maintain social distance wherever possible • No close contact activities, including photocopying. • No gatherings in the staffroom or communal areas. <p>If staffing cover has been exhausted, then the impacted pupils will need to remain at home until cover can be found or the key member of staff is able to return to work.</p> <p>Where possible, a maximum of two staff to have contact with any bubble during the day, the exception will be during lunchtime which will be covered by Debs / Mike / Member of Office Staff. On these occasions, an additional adult can monitor groups of children playing or learning outside whilst maintaining social distancing measures.</p> <p>PPA – will now be on Friday afternoon, school will now close from 12 noon, except for Key Worker children.</p> <p>Staff Working With Pupils with Additional Needs (Emotional, Academic, Behaviourial) Who May Need To Leave the Bubble:</p> <ul style="list-style-type: none"> • Where highly necessary and if a child requires more immediate focused support, the accompanying adult should call for back up using the red card system. Alternatively, if there is a second member of staff within the bubble then they should, select a large open space so social distancing can apply allowing – an assessment of the child's needs can be undertaken and any appropriate action can be undertake (e.g. 1:1 discussion, quiet walk around the school etc) • The staff member may determine that closer than normal contact is likely and opt to wear a face mask and any other appropriate PPE. 			
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<p>Access to and exit from site</p>	<p>Children, staff and parents</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>On entering the school site, everyone must wash their hands. Additional hand sanitising is available.</p> <p>NO non-essential visitors entering site (only to be authorised by head teacher)</p> <p>Monitor site access points to enable/ensure social distancing</p> <p>All staff and visitors to sign in as usual.</p> <p>Require all persons to wash or sanitise their hands before entering or leaving the site.</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks.</p> <p>Ensure there are cleaning sprays or wipes available for staff to clean desks, screens, keyboards, phones etc. at the start and end of each day.</p> <p>Appropriate social distancing signage to be placed around the site</p> <p>Staggering start times and parents required to adhere to drop off and collection times appropriate to their child's year group.</p> <p>Drop Off And Collection Arrangements:</p> <ul style="list-style-type: none"> • Staggered start and collection times for all year groups. Car only service with parents using the staff car park as the collect / drop off point. • Site Manager to direct the flow of traffic • Mike / Debs to welcome and support child and maintain safety and order. • Parents stay in the car and member of staff (with appropriate PPE) to open the car door and escort the children onto the main / rear playground, where the children are divided into their pre-set groups and organised waiting for the group to arrive. • Adult lead for each group to be present on the playground to support the children and maintain a sense of calm. 	<p>2</p>	<p>3</p>	<p>6</p>
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					<ul style="list-style-type: none"> • When group has assembled (or after a maximum of 10 minutes) one group after another to be led by to the classrooms. • Specific route to the learning areas will be determined by the location of the class. • Children to directly enter the classrooms via external doors. • Pupils to place limited materials (from home) into a personal tray on their table and to place their coat / blazer / jumper on the back of their chair. Lunch boxes / water bottle to be stored under each child's personal table. • Pupils to go and wash hands for the start of the day 			
Classroom usage	Teaching staff and pupils	3	3	9	<p>Where possible staff are to maintain a safe distance between each other (2 metres). Children are encouraged to do the same.</p> <p>Limit the number of people in each room/area to follow social distancing guidance.</p> <p>All people are to wash their hands prior to or upon entering classrooms (also utilising the classroom sinks where possible).</p> <p>Bubbles not to mix with each other during teaching time, breaks or outdoor activities.</p> <p>Classrooms to be kept very well ventilated.</p> <p>Outside areas to be used when appropriate and as often as feasible.</p> <p>Strict hygiene rules to be implemented, all staff to be asked to do the following:</p> <ul style="list-style-type: none"> • Staff to attend in freshly laundered clothes each day (practical clothes acceptable/no jeans) • Minimise additional items being brought between home and school • Wash hands on entry to school. • Use alcohol-based hand sanitiser when required • Establish a routine for hand washing (on entry, before break, after break, before lunch, after lunch, before home time). 	2	3	6

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				<ul style="list-style-type: none"> • Display PHE handwashing posters around school • All hand contact surfaces to be cleaned throughout the day by staff using provided wipes / cloths / spray. • Only use cleaning products supplied by the school. <p>Tissues will be provided for classrooms. Staff to replenish as needed. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</p> <p>Equipment:</p> <ul style="list-style-type: none"> • Ensure all shared and key equipment is cleaned daily <p>Activities and resources</p> <ul style="list-style-type: none"> • Resources should be cleaned after use (including laptops) and between separate bubbles. Laptops and notepads will be booked before. IPADs are reserved for key workers. <p>Personal care for pupils</p> <ul style="list-style-type: none"> • Where personal care routinely involves PPE then this should continue to be the case, no additional measures are required • Provide hand sanitiser for staff to carry with them during breaks and outdoors where hand washing facilities are not available. Purchase waist bags to keep, wipes, sanitiser – leave in school each day. • Staff to take phone with them when outdoors and call the office for back up if required. • Allocate resources for individual pupils, including Year R. No equipment to be returned home. All resources, water bottles to be kept under pupil's desk. • Other resources to be allocated to individual bubbles and cleaned between use. <p>Books and marking</p> <ul style="list-style-type: none"> • Provide each child with one book. Keep in pupil's tray to be kept under desk. • In terms of marking, where possible utilise strategies such as pupil self-marking, verbal feedback. Where books need to be marked, pupils to leave books open on their desks. 			
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					<ul style="list-style-type: none"> Teacher can opt to wear gloves and appropriate PPE before directly marking any books Clean pen after use. 			
Use of outdoor areas and play equipment	Teaching staff and pupils	3	3	9	<ul style="list-style-type: none"> Outdoor Adventure Trail to be used only by key worker pupils only. Staff are encouraged to use outdoor areas where possible. However, consideration needs to be taken to keep bubbles segregated. Zoned area of the field and playgrounds to be determined and discussed with staff. Outdoor play equipment to be allocated to groups and never shared. Clean after use. 	2	3	6
Access to staff toilets, rest rooms and photocopying facilities, resources in hall, use of corridor	Staff	3	3	9	<p>Staff to follow social distancing guidance where possible.</p> <p>Mr Henry will clean of all facilities throughout the day following the schedule set and at the end of each day alongside the rest of the cleaning staff.</p> <p>Mr Henry to provide suitable and sufficient (lidded) rubbish bins in these areas with regular removal and disposal.</p> <p>Bin liners should be used in all bins</p> <p>Staggered breaks will help ensure there is space in staff rooms for social distancing. No more than 3 members of staff in the staff room at one time. Food and drinks to be prepared off site and brought in from home.</p> <p>Staff to use school hall for breaks and sit at least 2m apart. Chairs to then be placed at the side of the hall so they are not used by anyone else that day. Each chair to be cleaned at the end of the day. If possible, staff to wipe immediately after use.</p> <p>Government guidance provided for all cleaning staff.</p> <p>Where possible access staffroom via external door. If internal corridors are utilised and two members of staff meet each other – one member should stop and wait/go to an area suitable to stand aside. The same is required if a staff member meets a class / pupil crossing to the toilet facilities.</p>	2	3	6

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					<p>Staff to access classroom resources stored in the hall at the end of the school day and will need to maintain social distancing.</p> <p>Specific resources (from the book room / maths cupboard etc) can be organised via email to Mike / Debs) who will gather the resources and place for collection outside the classroom door. Plenty of notice should be given to arrange the collection of the resources.</p> <p>Photocopying Slots (30 minutes) to be organised to ensure social distancing resulting in only one member of staff at the copier at one time. Wipes to be provided by the photocopier – for staff to wipe down contact areas after use.</p>			
<p>School meals And access to water during the day.</p>	<p>Pupils, teaching staff, kitchen staff, Site Manager, Admin team.</p>	4	3	12	<p>All staff are required to stay on site once they have entered it and not use local shops etc. If a staff member has to leave the school for personal reasons, all protocols for re-entry must be adhered to.</p> <p>Food and drink should only be consumed in areas that are suitable and can be easily cleaned.</p> <p>Break times will be staggered to reduce congestion and contact. Bubble groups should not mix.</p> <p>Hand cleaning procedures and hand sanitiser will be available and should be utilised before eating.</p> <p>All persons should sit 2 metres apart from each other whilst eating and avoid all personal (direct) contact.</p> <p>After break the table surfaces should be wiped down by the lead adult in each bubble. Mr Henry will deeper clean surfaces, doors and toilet areas throughout the day, but will focus on the classroom tables and chairs during the lunch period whilst the children are playing. If there is indoor play, the lead adult will need to wipe down the contact surfaces a second time.</p> <p>All rubbish and waste should be put straight back into lunch boxes or placed in the bin by the user and not left for someone else to clear up.</p>	2	3	6

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				<p>Payment for school lunches should be contactless and avoid direct money exchange wherever possible.</p> <p>The hall will not be used at all for the eating of food.</p> <p>Kitchen Service</p> <p>All staff and pupils will be asked to bring in prepared lunch from home where possible, hence the number of meals prepared on site will be greatly reduced.</p> <p>All food prepared on site, for those children without a packed lunch will be prepared in the kitchen and taken to each classroom via a trolley. The lead adult from each group will collect the prepared food from the trolley to distribute to the children. Kitchen staff will not enter the bubbles.</p> <p>The food prepared should be wrapped and placed on a paper plate.</p> <p>Metal cutlery required to eat the packed food will be placed on the plate and when used will be collected in a tray.</p> <p>The tray and the cutlery from each bubble will be collected from the classroom by Mr Henry during his deeper clean of the classrooms and returned to kitchen for thorough washing.</p> <p>The food prepared for the children throughout the week should be planned and sourced as a menu in advance by Mrs Clitheroe. The menu will need to be practical (more dry / easy to transport and eat to and in the classrooms, yet still be healthy / balanced and nutritious.</p> <p>Mrs Clitheroe will be responsible for maintaining the highest standards of kitchen hygiene and will include in the cleaning of the trolley, the cutlery + tray, as well as the appropriate use of PPE (notably gloves and face covering) during the production and transport of the food. All kitchen staff to follow Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p>			
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					<p>Strict social distancing is to be maintained in the kitchen.</p> <p>The shutters will remain closed in the kitchen at all times to isolate food production.</p> <p>Access to Water</p> <p>The children will be encouraged to bring in their own (named) water bottles which will remain on their tables (in the bubble) throughout the day.</p> <p>Water bottles will not be touched by anyone but the owner throughout the day.</p> <p>Water bottles will not be taken outside during outside play, therefore the children should be encouraged to take a drink before and after their play times.</p> <p>Each bubble will be provided with a jug of water and some plastic / paper cups. This jug can be used to refill the children's water bottles as required. Only the staff member in each bubble should handle the jug during the day.</p> <p>When the jug is empty they can be refilled by the adult in each group from the water fountains.</p> <p>Water fountains will not be used by the pupils at all. Staff will only use the water fountains to refill the jugs. Personal staff water bottles should be refilled in the staffroom.</p>			
Suspected cases of Covid 19	All staff / parents / pupils	4	4	16	<p>If a member of staff displays symptoms - A high temperature, a persistent cough or loss of taste / smell they should:</p> <ul style="list-style-type: none"> • Notify the Headteacher / Deputy Head immediately. • Limit touching surfaces. • Return home and follow the guidance for taking a virus test. • Keep the headteacher informed, especially following the result of the test. • If a positive result – communication will be made with all parents of pupils in the bubble and the school will contact PHE for guidance and may close the protective bubble for all. • The period of self-isolation will then apply according to government guidance. • The classroom of the bubble will undergo a deep clean. 	3	4	12

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					<p>If a pupil of the classroom displays symptoms</p> <ul style="list-style-type: none"> • The staff member from the bubble should reassure the child from a 2m distance and take them to the school entrance. • A member of the admin team will call the parents for immediate collection. • The pupil will wait in the entrance hall on a designated seat, monitored by the office team through the window. • Staff should keep a distance of 2m from the child with symptoms, however if personal care is required then appropriate PPE (gloves, apron and face mask) will be available in each room for use by the member of staff with them in these circumstances. • Follow guidance on safe, use, removal and disposal of PPE and RPE. • Areas occupied and equipment used by the affected person must be thoroughly cleaned and disinfected. • Parents of pupils with symptoms are asked to take a COVID 19 test and to inform the school of the result. • Office staff to keep in regular contact for updates during this process and to record all suspected and confirmed cases of COVID 19. • Until a confirmed positive / negative outcome on the test – the pupil and their family must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed or a negative result from the COVID 19 test has been obtained. • If a positive result – communication will be made with all parents of pupils in the bubble and the school will contact PHE for guidance and may close the protective bubble for all. <p>What to do if someone develops symptoms of coronavirus (COVID-19) whilst at an educational setting:</p> <p>https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#what-to-do-if-someone-develops-symptoms-of-coronavirus-covid-19-whilst-at-an-educational-setting</p> <ul style="list-style-type: none"> • 			
Cleaning		4	3	12	A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly throughout the day.	3	3	9

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				<p>See PHE advice the COVID-19: cleaning of non-healthcare settings guidance</p> <p>Manufacturer’s instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>When cleaning a contaminated area Cleaning staff to:</p> <ul style="list-style-type: none"> • Wear disposable gloves and apron • Wash their hands with soap and water once they remove their gloves and apron • Fluid resistant surgical mask if splashing likely • Hands should be washed with soap and water for 20 seconds after all PPE has been removed. <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by site / cleaning staff.</p> <p>Only cleaning products supplied by the school / contract cleaners are to be used.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> • Hard surfaces to be cleaned prior to disinfecting. • A combined detergent disinfectant solution or chlorine-based cleaner is to be used. <p>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, light switches etc.</p> <ul style="list-style-type: none"> • Only cleaning products supplied by the school are to be used. • Bin liners should be used in all bins. All bins to be lidded – foot pedal operation • Cleaning materials are to be placed in classrooms for staff to use. Rob Henry to prepare classroom kits and provide training to staff in the use of specific products and any colour coding of cloths. 			
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					<ul style="list-style-type: none"> • Mr Henry to ensure we have sufficient supplies of cleaning materials (Staff must not provide their own). • Cleaning staff to begin cleaning at 3.30 once all pupils have left the school building and staff have had a general tidy up to ensure areas are clear for cleaning. Staff will need to have vacate their class areas for the day and cannot return once cleaned. • The timing of this to be discussed to ensure it is realistic and prompt for cleaning team but allows some preparation time for teachers for the next day. Photocopying, resource collection can be done and items left in a designated area of the hall (stage?) for collection the next morning to be put into classrooms – this will enable cleaning to be done with maximum time available by the cleaning team. • Once cleaning is in process and completed staff cannot return to the classroom that day. • Staff to clean class areas throughout the day, including frequently touched areas. Staff to wipe sinks in the toilet etc at regular intervals throughout the day. Mr Henry to leave cleaning materials and instructions available. Gloves and masks must be worn. • If children are eating their lunch in their class areas, the tables must be cleaned before and after use. <p>Children and staff to arrive in freshly washed clothes each day. New uniform/dress code guidelines have been provided to both parents and staff.</p>			
First aid provision	Staff, Students / pupils / wider contacts	3	3	9	<p>Ensure adequate coverage of staff for first aid – enough staff allocated across bubble with up to date first aid/paediatric first aid training have been scheduled</p> <p>It is accepted that social distancing cannot be maintained during the delivery of first aid or intimate care, but physical contact should be kept to a minimum, and those administering first aid should wear normal PPE appropriate to the circumstances.</p> <p>Additional PPE can be worn if necessary and supplies will be available in the school office – i.e. face masks/gloves</p>	3	2	6

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					<p>Wash hands thoroughly and ensure the affected area is cleaned upon completion</p> <p>Provide sufficient first aid materials in both disabled toilet areas. E.g, sick bowls, tissues, wipes, gloves, face masks.</p> <p>Ensure all first aid boxes for play areas are replenished –</p> <ul style="list-style-type: none"> • Set up additional basic first aid kits for each bubble to have out during playtimes • report all incidents of first aid to the office who will record in accident book – only office staff to use the accident books to minimise contact and need for them to leave the office – office staff to email/call relevant parents thus avoiding need to send accident slips home. 			
Fire Procedures	All staff and pupils	2	4	8	<p>All fire regulations and protocols to be maintained, including the evacuation of all staff and pupils when the fire alarm sounds and the closing of all fire doors.</p> <p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation). Bubbles should assemble together and not mix with other groups.</p> <p>In the event of an unplanned evacuation, fire safety must take priority over social distancing.</p> <p>Fire evacuation rehearsal to be undertaken in the first week, demonstrating the evacuation from the building and the safe (distanced) route to the muster point.</p> <p>The muster point for all is the rear of the school field and the adult in each class should evacuate via the external door and walk around the perimeter of the building to assemble on the school field.</p> <p>A member of SLT, the office and the kitchen will act as fire marshals and check each section of the school.</p> <p>Whilst at the muster point the groups should line up 2m apart from each other and with a distance of over 10m from another group.</p> <p>The usual fire routine, attendance counts and safety checks will be carried out before a staggered return to the classroom.</p>	1	4	4

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					PEEPs and IHPs to be reviewed and amended accordingly with discussions with the relevant member of staff about the needs of the pupils during an evacuation.			
School travel arrangements	Staff / Parents	4	2	8	<p>Staff to park at the front of the school and access school only via the main entrance.</p> <p>Parents to be encouraged to drive to school and will need to use the drop off and collection process utilising the staff car park.</p> <p>Pupils who usually travel on the school bus will be contacted to see if alternative provision can be arranged.</p> <p>Pupils will not be permitted to be dropped off or collected by anyone outside of their immediate family / household.</p> <p>Parents will not be permitted to access the front playground for collection (unless pick up a child directly from the office.</p> <p>Parents who arrive late to collect their child will do so from the main gates. The children will wait in the front playground watched by a member of staff. Pupils from different bubbles will remain isolated from each other throughout.</p>	4	1	4
Deliveries and waste collection	Admin and kitchen staff + Site Manager	3	3	9	<p>Do not approach delivery staff, allow packages to be left in a safe place.</p> <p>Delivery drivers are not permitted to enter the school building.</p> <p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</p> <p>Waste to bags and containers - to be kept closed.</p> <p>If possible, waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours).</p> <p>Wait behind window wherever possible when taking a delivery.</p> <p>Use face covering if direct contact (e.g. a signature) is required.</p>	2	3	6
Visitors to site	All staff	2	3	6	No non-essential visitors are not allowed onto the school site and only with the headteacher's authorisation.	2	3	6

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					<p>All visits to site are by appointment only</p> <p>All visitors to be made aware of site rules of entering the school building.</p> <p>All visitors will wash their hands-on entry and will maintain a strict 2m social distancing.</p> <p>Parent meetings are only permitted in exceptional circumstances (and to be authorised by the headteacher) – phone conversations will be the main form of communication.</p> <p>Phones to be wiped down after use.</p>			
Contractors	Admin staff / Site Manager	2	3	6	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p> <p>Strict hygiene rules to be implemented, all contractors are to be asked to do the following:</p> <ul style="list-style-type: none"> • Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. • Repeat the hand washing/sanitising every hour. • Site inductions are to be carried out following social distancing principles (2m separation). • The contractor is to notify the Site Manager of all areas visited, in order that these can then be thoroughly cleaned. • Discuss the school precautions and added expectations of contractors with them prior to their arrival onsite. • Where appropriate, supervision of the contractors may be required. 	2	3	6
Weather	Staff, Students / pupils / wider contacts	2	2	4	<p>All persons to dress appropriately for the weather.</p> <p>Outdoor coats necessary for poorer weather as children will be given opportunities to get outside during break times.</p>	2	1	2

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					<p>Where possible and without compromising social distancing measures, outside facilities can be used to shelter from the elements. E.g shelter in YrR play area with limited numbers of children on benches.</p> <p>Consider the use of any suitable outdoor spaces and whether they can be cleaned between bubbles.</p> <p>Parents advised that school will not be able to apply sun cream and spare clothing/hats will not be available.</p> <p>Children to come into school with long lasting sun cream applied and to provide own sun hats to be stored in own trays.</p> <p>Staff to remind children to wear sun hats when necessary.</p> <p>During wet weather lunch breaks the children will remain in the bubbles and be set up with an activity that will maintain their interest (video) and keep them 2m distant. Staff in the bubbles will be released for their lunch, but cover will remain on the outside of the bubble and enter only if deemed required.</p>			
Lack of awareness	Staff, Students / pupils / wider contacts	2	2	4	<p>As many visual aids to promote/prompt/remind about hygiene and social distancing will be placed around the school site internally and externally.</p> <p>Use appropriate adult/child friendly signage in and around the site. RA meetings will be carried out for all personnel prior to school reopening as part of the consultation process with staff in ensuring staff welfare and safety</p> <p>Any visitors to the site will be made aware of the RA – office staff to provide warnings of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms. Directing to appropriate hand washing/sanitising facilities upon entry.</p> <p>Use posters/videos provided by Public health England to promote good hygiene in pupils and staff.</p> <p>Establish hand washing as a routine in classrooms</p>	1	2	2
Hand Sanitiser / Hand Washing	All Staff and pupils	3	3	9	To be effective on viruses hand sanitiser must be a minimum of 60% alcohol.	2	3	6

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					<p>When used, hand sanitiser should be allowed to dry or evaporate before touching your face, nose or eyes or other surfaces.</p> <p>Do not use near heat sources.</p> <p>Note: it is preferable to use soap and water before resorting to hand sanitiser.</p> <p>Sanitiser must be stored in accordance with the manufacturer's instructions</p> <p>Use of hand sanitiser by pupils must be supervised</p> <p>A COSHH assessment should be undertaken and all staff to be made aware of the appropriate use, storage and risks of the hand sanitiser provided by school.</p> <p>60% alcohol hand sanitiser is extremely flammable. You need to be very careful of using it in areas where there could be static sparks or naked flames that will cause it to ignite.</p> <p>Be very careful of how it is stored, leaving it in sunlight will heat it up and increase the risk of ignition</p> <p>If the hand sanitiser you have been able to source is not gel then take extra care in its use as it will easily spill and splash.</p> <p>HANDWASHING REGULARLY THROUGHOUT THE DAY IS PREFERABLE OVER THE USE OF HAND SANITISERS</p> <p>Handwashing soaps to be supplied by school – it is acceptable for parents/staff to supply own soaps if skin conditions require it or skin conditions develop due to persistent use of school supplies. Soaps need to be named and for individual use only.</p> <p>A hand washing routine will be established across the school to ensure regular handwashing throughout the day for staff and pupils.</p>			
Maintaining Social Distancing With Students (including Students with High Level SEND)	Teaching staff / Parents	3	3	9	<p>It is recognised that social distancing will not always be possible with children with high level need and specific special needs.</p> <p>Techniques and practical approaches to maintain contact with a pupil, keeping some distance should be reinforced.</p>	3	2	6

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					<p>Discussions with all parents of pupils whose emotional, behavioural or social needs means they may risk the integrity of the protective bubbles – by crossing between them. Resulting actions of these parental discussions may include more focused 1:1 support, a trial period with feedback to the parents on how the process is working; or possibly the parents / school opting for a delayed start to school with additional support for home learning.</p> <p>Staff working regularly with children with specific needs who feel particularly vulnerable due to the decreased social distancing can opt to wear their own PPE, adhering to the safe wearing and disposal of these resources.</p> <p>Provision of a pupil's EHCP is to be maintained wherever possible in terms of social, emotional and wellbeing actions. Academic actions are secondary to the social distancing measures and support of the wider protective bubble.</p> <p>Coronavirus Act 2020 has been enacted - Schedule 17 states quite clearly that duties of an EHCP under section 42 of the Children and Families Act 2014 and any duties imposed by said EHCP are 'treated as discharged if the person has used reasonable endeavours to discharge the duty'</p>			
Staff Mental Wellbeing.	Staff	4	3	12	<p>Regular staff discussions and check ins via line management.</p> <p>Staff involvement in the risk assessment to allay concerns and to have the opportunity to ask questions.</p> <p>Staff have option to bring their own PPE to reduce concerns about their own health.</p> <p>Where possible to link another member of staff within their teaching bubble to reduce the feeling of isolation.</p> <p>Reinforcement of the employee assist programme to remotely support the wellbeing of staff.</p> <p>Ongoing staff wellbeing activities led by the committee.</p> <p>Providing staff with links to government guidance on how to safeguard their own mental wellbeing.</p>	3	3	9



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Risk assessment communicated to relevant staff by	Briefing <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Copy & Signature <input type="checkbox"/> Other <input type="checkbox"/>
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Review Date	Assessor	Signature	Sponsor	Signature

Relevant links

Overarching guidance for educational settings

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings#overarching-guidance-for-educational-settings>

Guidance for educational settings

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19> (applicable to May 31st)

Actions to prepare for wider opening from June 1st

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

Implementing protective measures in education

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

COVID-19 poster https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf

Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider> (applicable to May 31st)

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>