

Shipley CE Primary School: COVID Risk assessment

The measures are based on current (as at 8 July 2020) government guidance:

- › [Guidance for full opening: schools](#)
- › [Guidance for full opening: special schools](#) (this includes guidance on pupils with EHC plans that should be useful for mainstream schools as well)
- › [Actions for early years and childcare providers during the coronavirus outbreak](#)
- › [Actions for education settings to prepare for wider opening](#)
- › [Implementing preventative measures in education settings](#)
- › [Planning guide for early years and childcare settings](#)
- › [Planning guide for primary schools](#)
- › [Guidance for secondary school provision](#)
- › [Safe working in education settings](#)

| HAZARD | WHO MIGHT BE HARMED | CONTROLS TO BE PUT IN PLACE | WHO WILL BE RESPONSIBLE | WHEN THE CONTROLS NEED TO BE IN PLACE BY | ADDITIONAL NOTES |
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| <p>Contact with someone suffering from coronavirus</p> | <ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors | <p>Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process. Any test results should be shared with the school</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>If home testing kits are available in school, these will be given to parents/carers collecting symptomatic pupils, and to staff who've developed symptoms at school, if it will increase the likelihood of them getting tested.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the local health protection team. The team will carry out a rapid risk assessment to confirm who's</p> | <p>All members of staff may have to deal with suspected cases</p> | <p>Currently in place</p> | <p>Courtyard is used for isolation of symptomatic pupils if weather is warm enough.</p> <p>Otherwise the hall/Sycamores girls toilets may be used for ease of collection.</p> |

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| | | <p>been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> • The pupils and staff in each group • Any close contact that takes place between children and staff in different groups <p>Close contact means:</p> <ul style="list-style-type: none"> • Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ○ Being coughed on, ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) • Proximity contacts – extended close contact (within 1 to 2m for more than 15 mins) with an infected person • Travelling in a small car with an infected person <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p> | Admin staff | | Churchills informed of any suspected cases – deeper clean in place |
| Contact with coronavirus when getting to and from school | | <p>For dedicated school transport (i.e. minibus), discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> • Follow cleaning and hygiene rules • Try to keep their distance from passengers where possible • Do not work if they or a member of their household are displaying coronavirus symptoms <p>In addition, the school will work with providers, pupils and parents/carers as appropriate to ensure that, wherever possible:</p> <ul style="list-style-type: none"> • Pupils are grouped together on transport to reflect the groups that are adopted within school • Hand sanitiser is available upon boarding and/or disembarking • There is additional cleaning of vehicles | Admin staff | Sept 2020 | School will encourage pupils NOT to use school transport |

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| | | <ul style="list-style-type: none"> • Queuing and boarding is well organised • Pupils practise distancing within vehicles <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <ul style="list-style-type: none"> • Their allocated drop off and collection times, with different groups being given different times • Parking arrangements • The protocols for minimising adult to adult contact • The entrance and exit they should use • That only one parent/carer should attend • Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment <p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin.</p> <p>Pupils wearing any sort of face covering when arriving to school will wash their hands on arrival (as all pupils will), dispose of/store the covering, and wash their hands again before going to their classroom. Pupils will be made aware that they mustn't touch the front of the covering during use or removal.</p> | | | |
| Spreading infection due to touch, sneezes and coughs | | <p>Handwashing facilities and sanitising stations will be provided in every classroom and cloakroom and the hall.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Use warm water wherever possible (available in toilets only) • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use tissue or elbow to cough or sneeze, and use bins for tissue waste | All staff | Already in place | Admin staff responsible for ordering of cleaning materials |

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| | | <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Young children will be supervised during hand washing wherever possible.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues will be emptied during the day.</p> | | | |
| <p>Spreading infection through contact with coronavirus on surfaces</p> | | <p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks <p>School staff will clean any:</p> <ul style="list-style-type: none"> • Teaching and learning aids • Books, games and other classroom-based resources • Computer equipment (including keyboards and mouse) • Sports equipment • Hard toys • Telephones • Outdoor play equipment <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books and stationery.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day. These shared areas are identified with cleaning staff.</p> <p>Areas of the school not in use will be shut off to make cleaning more</p> | <p>Churchills</p> <p>All school staff will be responsible for cleaning, unless their risk assessment prohibits this</p> <p>JH</p> | | <p>Churchills have the cleaning lists for each room.</p> <p>Letter to parents at the start of term.</p> |

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| | | <p>manageable.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups using them; or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, should not be shared wherever possible</p> <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Staff will be expected to take on some of the midday cleaning; this is unavoidable. Training and PPE will be supplied.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p> | | | |
| Spreading infection due to excessive contact and mixing between pupils and staff in lessons | | <p>The school will operate as one hard bubble with two distinct 'softer' bubbles</p> <p>EYFS & KS1 – 26 pupils</p> <p>KS2 – 40 pupils, subdivided into two classes</p> <p>Each class uses only their toilet area</p> <p>Each soft bubble will have a zoned area in which to play. These may be rotated</p> <p>These soft bubbles will operate as lunchtime sittings but will share staff from the hard bubble; this is unavoidable but care will be taken to avoid</p> | Senior staff Shared with sports providers – Becki/Carl | Sept 2020 | |

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| | | <p>contact with pupils. Food will be served and eaten outside if possible. Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Pupils will be seated side-by-side and facing forwards where possible. They should avoid sitting opposite each other. Any unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>Classroom ventilation is essential and doors and windows will be open where possible.</p> <p>Lessons that involve singing, chanting, shouting or playing instruments will be limited to no more than 15 pupils, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared. Singing or instrument playing won't take place in any larger groups such as choirs or assemblies.</p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2m apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1m will be minimised.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other visitors will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school will be limited.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with</p> | | | |

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| | | SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene. | | | |
| Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school | | <p>Pupils will be kept in the same groups at all times each day, and be kept separate from other groups</p> <p>Pupil groups will have staggered start and finish time, with adjustments for siblings. Lunchtimes and assemblies will also be staggered and will be taken outside wherever possible. Movement around the school site will be kept to a minimum.</p> <p>Pupils will be supervised at all times to ensure mixing between groups doesn't occur. However, staff can move between groups if necessary.</p> <p>Pupils will be reminded about the rules throughout the day.</p> <p>Rooms will be accessed directly from outside where possible, and Sycamores corridor should have one-way circulation to keep groups apart.</p> <p>All shared rooms, such as halls and dining areas, will be kept at half capacity to allow groups to keep apart when using them. They will be cleaned between each use. For dining areas, if this is not be possible, packed lunches will be eaten in the classrooms.</p> <p>Toilet use will be managed to avoid crowding. There is a maximum number allowed in at any one time.</p> <p>Staff will be encouraged to stagger the use of the staff room and photocopying room</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p> <p>Educational visits can take place in soft bubbles, but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination.</p> <p>No transport, other than tractor and trailer may be used for visits</p> <p>Curriculum enhancement visits must be risk assessed to ensure they meet guidelines.</p> <p>After school clubs may operate when risk assessments are completed</p> | All staff | Sept 2020 | |

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| | | and must adhere to guidance. Extended schools provision will operate as a hard bubble with siblings able to attend together. | | | |
| Spreading infection due to the school environment | | <p>Checks to the premises will be done to make sure the school is up to health and safety standards before opening in September.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues/masks and other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p> <p>The indoor space used for children in the EYFS will meet the following requirements:</p> <ul style="list-style-type: none"> • 3.5m² per child for children under 2 years old • 2.5m² per child for 2 year olds • 2.3m² per child for children aged 3 to 5 years old | JH/admin staff | Sept 2020 | |
| Spreading infection due to contact and mixing in meetings | | <p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing eg. hall</p> | All staff | Sept 2020 | Staff meetings will be limited and will prioritise key areas |
| Individuals vulnerable to serious infection coming into school | | <p>The school will continue to follow any shielding guidance in place to decide who should come into school.</p> <p>School will follow national and local restrictions.</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it's possible maintain social distancing.</p> | JH | Sept 2020 | If lockdown re-occurs, key worker children will be provided for on a rota basis and remote learning will resume. |

