

## Umberleigh - Covid-19 Risk Assessment Return to School- June 2020

Hazard	Control Measures	Current Risk Level
<b>Pupils</b>		
<b>Lack of social distancing waiting to enter classroom in morning</b> resulting in direct transmission of the virus	1. Parents to be notified of drop off / pick up protocol. Protocol to include; not to enter site 1 adult only to bring in and collect children. Member of staff to marshal this during the first week back. Junior children to be encouraged to walk up the steps on their own. Parents reminded of protocol in letter.	High
	2. Nursery, Infants to walk through back playground and meet teacher on playground – no parents to enter the classroom Juniors to walk in through cloakroom as usual.	Medium
	3. Markers outside the classrooms for the children - more than 2 metres apart as more than one person	Low
	4. Signage for parents and children displayed by the road, path and outside the classroom	
	5. Teaching teams to stand two metres apart	
<b>Lack of social distancing in the classroom</b> resulting in direct transmission of the virus	1. Reduce the number of children in the classroom to enable social distancing (no more than 15) school estimate 4 children in the first instance. To be reviewed weekly as numbers change. All children back to school. Children remain in class bubbles throughout the day. Children sit at desks facing forward.	High
	2. <b>Brumble Bees class to use Brumble Bee classroom and toilets. Infants class to use infant classroom and toilets Juniors to use junior toilets</b>	Medium
	3. Remove excess furniture to increase space if space to do so	
	4. Children keep to their desks when in the room	
	5. <b>Year 1 and 2 in infant classroom. Reception in the hall – the end by the dinner hatch – curtains drawn. Juniors in juniors classroom. Brumbles in unit.</b>	
	6. <b>All staff to wear face shields or masks when working in the classrooms and in communal areas. Only 3 members of staff in the staffroom at one time.</b>	
	7. Social distancing charter created for and with the children – (Include instructions how to line up, use of toilet – one at a time, moving around the classroom etc)	Low
	8. Charter re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance	
	9. Children isolated if cannot adhere to charter and spoken to re the need for social distancing	
	10. Lessons planned for individual work (not pairings or group work). Same work as the rest of the class are being sent home to do	
	11. Feedback – using large whiteboard and visualizer and interactive whiteboard not close interaction	
	12. <b>Homework that involves materials going back and forth between home and school should not be set. Children taking reading books home – hands washed after handling library books.</b>	
	13. Mark out an area for the teacher – 2m distancing at front of room	
	14. Children to use same desk if returning next day	
	15. Teacher and LSA are assigned to these children and stay with these children throughout the day (and on sub-sequent days)	
	16. Children stay in the classroom for majority of the day and not mix with other groups	

	<p>17. Bags, coats and lunchboxes kept under children’s tables . <b>Children’s bags and coats hung in the cloakroom – spaced out.</b></p> <p>18. <b>Children bring in named water bottles to use</b></p> <p>19. <b>Regular hand washing with soap and water will need to take place throughout a school day in order to get the children into the habit of good hygienic practise. It will be the responsibility of each teaching team to ensure that this is organised and occurs.</b></p> <p>20. <b>Windows and doors will be opening first thing in the morning to create airy rooms.</b></p>	
<p><b>Lack of social distancing using toilets and poor hygiene</b> resulting in direct and indirect transmission of the virus</p>	<p>1. Main toilet door in both classroom open. Girls will then be able to see if the cubicles are being used or not. Girls and boys to be taught only one boy and one girl allowed to go to toilet at a time. <b>Ideally we would like to stick to a regular routine with use of toilets with the teacher providing children with timetable toilet breaks.</b> <b>Children use designated toilets in their area.</b></p>	High
	<p>2. Hand gel used after toilet use as well as washing hands</p>	Medium
	<p>3. Extra Signs in toilet re washing hands</p> <p>4. Extra soap ordered to ensure we do not run out</p>	Low
<p><b>Lack of social distancing during playtimes and lunchtimes</b> resulting in direct transmission of the virus</p>	<p>1. Staggered playtimes and allocated play area in the first instance. <b>Brumbles and infants staggered playtime on back playground at break time. Brumbles to play in their Brumbles area and on field during lunchtime. Infants on back playground at lunchtime and juniors on front playground at lunch time. Each bubble has their own designated playground space and equipment kept within each bubble</b></p>	High
	<p>2. Reduced playtime equipment – hard surfaces and can be easily cleaned</p>	Medium
	<p>3. Allocate a set of play equipment for each child which they keep (Hula hoop, tennis ball, skipping rope)</p> <p>4. Games discussed which encourage social distancing – football passing, etc</p> <p>5. Staff supervision throughout – actively encouraging and insisting on social distancing</p> <p>6. Children practice talking 2 meters apart – modelled by staff</p> <p>7. <b>Wet play equipment to be allocated to each class group.</b></p>	Low
<p><b>Lack of social distancing when eating lunch</b> resulting in direct transmission of the virus</p>	<p>1. If wet play then in their designated classrooms</p>	High
	<p>2. School dinners –<b>children to eat in their classrooms. Reception and infants in the hall. Brumbles in unit table to be kept in unit for lunch. Juniors in classroom.</b></p>	Medium
	<p>3. Packed lunches kept under children’s tables with bags . <b>Packed lunch boxes on shelf in bubbles</b></p> <p>4. <b>Regular hand washing with soap and water will need to take place throughout a school day in order to get the children into the habit of good hygienic practise. It will be the responsibility of each teaching team to ensure that this is organised and occurs.</b></p> <p>5. <b>Lunch tables washed down before and after lunch</b></p>	Low
<p><b>Contact of shared resources</b> resulting in</p>	<p>1. Children to use pencil pots and their own books which will be put out on their desks in the morning.</p>	High

indirect transmission of the virus	<ol style="list-style-type: none"> <li>2. Use of designated laptops and headphones where possible. If shared then all equipment wiped with anti-bacterial computer wipes between users.</li> <li>3. Resources not to be distributed during the lesson.</li> <li>4. Tubs of resources for individuals if needed – maths cubes etc</li> <li>5. Resources washed each night and left to dry if not same person using them the next day</li> <li>6. Tables, door handles and other surfaces cleaned at the end of each day</li> <li>7. Lessons planned so resources are individual and not shared – or on white board</li> <li>8. Plastic packets (zippy) bags used for individual resources</li> <li>9. Children encouraged to wash hands / use hand gel before lessons and after each lesson</li> </ol>	Medium
		Low
Emotional distress of the children	<ol style="list-style-type: none"> <li>1. DSL and teaching teams to assess the children’s mental health and academic needs.</li> <li>2. Small numbers of children to support their emotional need</li> <li>3. Reduced time in school to ensure transition is successful from home to school 2 metre social distancing ELSA provision available for children who are distressed</li> <li>4. Previous measures put in place with sensitivity towards young children.</li> </ol>	High
		Medium
		Low
<b>Staff</b>		
Emotional distress of the staff – including anxiety	<ol style="list-style-type: none"> <li>1. Inclusion in risk assessment process – input into hazard identification and control measures</li> <li>2. Online coaching for any staff who requests it – Kate/Sal/Ian</li> <li>3. Staff meeting – virtually – to discuss concerns and shared control measures</li> <li>4. Sharing of support helplines – HCC and others</li> <li>5. At least one SLT member of staff on site every day for staff to share concerns with</li> <li>6. Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible</li> <li>7. Separate risk assessment for the office area</li> <li>8. Designated “staff areas” areas for different groups of staff – staffroom and office or outside</li> <li>9. Where possible reduce the use of communal / shared facilities such as tea and coffee facilities and encourage staff to bring their own food and utensils. Enhanced cleaning regimes as per below.</li> <li>10. Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding).</li> </ol>	High
		Medium
		Low
Lateral Flow testing (Primary staff home testing)	<p><b><i>Guidance on the coronavirus (COVID-19) LFT testing programme for primary staff home.</i></b>  <b><i>It is also important to remember that the LFT for staff are only one part of the process and although they are a way of identifying asymptomatic individuals quickly, they are not a replacement for all other fundamental mitigating measures previously in place but should be used alongside. It is vitally important that schools who are using mass testing do not relax other fundamental measures.</i></b></p> <p><b><i>Key points</i></b></p> <ul style="list-style-type: none"> <li>• <b><i>Recommended twice weekly before coming into school 3-4 days apart</i></b></li> <li>• <b><i>Read guidance and watch video</i></b></li> </ul>	

	<ul style="list-style-type: none"> <li>• <i>This process is not for releasing people early from Self Isolation</i></li> <li>• <i>It is not mandatory DfE have created the link below for asymptomatic testing for schools to follow. This area contains to support primary schools and staff in preparing and operating home testing LFT.</i></li> <li>• <a href="https://drive.google.com/drive/folders/1X4fLxy6_ppmpmKrv3hT2M6cduAN_GS54">https://drive.google.com/drive/folders/1X4fLxy6_ppmpmKrv3hT2M6cduAN_GS54</a></li> </ul>	
<b>Risk of illness of vulnerable staff and family members</b> through direct and indirect transmission of the virus		
<b>Risk of illness of vulnerable staff and family members</b> through direct and indirect transmission of the virus	1. Those who are clinically extremely vulnerable (those who have received a letter from Government or clinician) <b>A risk assessment should be undertaken for clinically vulnerable staff, and where possible for all staff especially those who may be anxious, using the 'DCC Covid -19 vulnerable groups risk assessment' document</b> <a href="https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/EeSzC8IWQJdGmL4VP4qrdcQB7zFj7qMSSdDt6Nobjf_kYw?e=AyIGOQ">https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/EeSzC8IWQJdGmL4VP4qrdcQB7zFj7qMSSdDt6Nobjf_kYw?e=AyIGOQ</a>	
<b>Hygiene &amp; First Aid</b>		
Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus	<ol style="list-style-type: none"> <li>1. 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</li> <li>2. Extra disposable aprons ordered</li> <li>3. Extra gloves ordered</li> <li>4. <b>Masks ordered and face shield for symptomatic pupils only (see Symptomatic section below)</b></li> <li>5. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk Pls note the Government guidance states “Wearing face coverings or face masks is not recommended”</li> </ol>	High Medium Low
Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus	<ol style="list-style-type: none"> <li>1. Hand gel dispenser outside of all classrooms</li> <li>2. Hand gel order in large quantities</li> <li>3. Extra soap dispensers and re-fills in each classroom</li> <li>4. Children handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze</li> <li>5. Washing hands posters replaced in all washing areas</li> <li>6. Reminders how to wash hands properly – videos and posters</li> <li>7. Procedure agreed for children to wash hands so thorough hand washing</li> <li>8. <b>Lidded &amp; pedal operated bins for disposal of tissues and paper towels</b></li> <li>9. <b>Paper towels to be used to dry hands in classrooms</b></li> <li>10. <b>Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding).</b></li> </ol>	High Medium Low
<b>Symptomatic Cases</b>		

Risk of spreading virus due to symptomatic pupil or staff member resulting in indirect transmission of the virus	<ol style="list-style-type: none"> <li>1. If a child or member of staff becomes symptomatic with either a persistent cough, high temperature or loss of taste / smell immediately remove them to the designated safe space – Upstairs office.</li> <li>2. Ensure the space is well ventilated at all times</li> <li>3. If direct personal care is required a face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</li> <li>4. If contact with the person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult.</li> <li>5. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then a full face shield should also be worn.</li> <li>6. Parents should be informed to collect the child as soon as possible.</li> <li>7. Staff displaying symptoms should be asked to go home immediately.</li> <li>8. Anyone displaying symptoms should see a test at the earliest opportunity and inform the school of the results as soon as available so follow up action can be taken.</li> <li>9. Please inform Trust business Manager of any cases where a test has been undertaken.</li> </ol>	High
		Medium
		Low
<b>Risk of infection due to lack of cleaning</b> resulting in indirect transmission of the virus		
Risk of infection due to lack of cleaning resulting in indirect transmission of the virus	<ol style="list-style-type: none"> <li>1. All surfaces, handles, toilets and shared equipment will be cleaned each day</li> <li>2. PPE will be worn by all Cleaning staff (not required over and above normal)</li> <li>3. Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission</li> <li>4. Soft furnishings and soft / cloth toys will be removed from use in classrooms Deep cleaning of junior class (not required)</li> <li>5. Cleaners to return to work before the school re-opens</li> </ol>	High
		Medium
		Low
<b>Premises</b>		
Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.	<ol style="list-style-type: none"> <li>1. Review Whole school risk assessment RAA22, 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)</li> <li>2. Consider how changes will impact on arrangements such as safe fire evacuation routes.</li> <li>3. Ensure sufficient social distancing space available at assembly point</li> </ol>	
Water hygiene – management of legionella	<ol style="list-style-type: none"> <li>1. Review the water hygiene management plan. Ensure that agreed regimes for flushing and monitoring of temperatures have been maintained throughout any period of closure / partial opening. Premises Manager to action during half term.</li> </ol>	
<b>Transport</b>		
Travel to school and provision of safe school transport:	<ol style="list-style-type: none"> <li>1. Consider school transport arrangements and where possible encourage parents and children and young people to walk or cycle to school where possible. Liaise with School Transport Team where further consider needs to be given to taxi and escort services</li> </ol>	

	2. Liaising with the School Transport Team before change are made. Follow government guidance <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles</a>	
<b>Provision of Food</b>		
Kitchen facilities comply with latest Covid19 guidance to reduce risk of infection/contamination and catering staff to operate in a safe environment.	1. Follow usual food safety and hygiene procedures and Government guidance for catering establishments <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</a> . Ensure Health & Safety policies are followed	
	2. Catering staff to follow government guidance <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</a> . Social distancing to be maintained at all times.	