

The Piggott School: Charvil Primary

Risk Assessment of:	Continued full opening to all year groups during the COVID-19 pandemic
Risk Assessor	Ken Hillerton

Related documentation:

[DFE guidance](#)

Behaviour Policy amendments

Activity	What are the Significant Hazards?	Risk Level - High/Medium/Low	Persons at Risk	Control Measures	Risk with controls in place
Local position	<p>There have been 7795 confirmed cases in Wokingham, out of a local population of 167,979, as of 24 February 2021.</p> <p>In the last week, there were 83 confirmed cases, this is down 49 cases from the previous week and is an average of 49 cases per 100,000 people.</p> <p>The R number nationally is between 0.6 and 0.9 meaning that cases are decreasing.</p>	High	All users	<p>Work with the local authority continues to update schools with the local picture. The control measures set out below have been identified to control the risk of an outbreak within school.</p> <p>To follow the system of controls (details of how are contained throughout this risk assessment)</p> <ol style="list-style-type: none"> 1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend school. 2. Ensure face coverings are used in recommended circumstances 3. Ensure everyone is advised to clean their hands thoroughly and more often than usual 4. Ensure good respiratory hygiene for everyone by promoting the catch it, bin it, kill it' approach 5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products, such as detergents. 6. Consider how to minimise contact across the site and maintain social distancing wherever possible 7. Keep occupied spaces well ventilated 8. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary 9. Promote asymptomatic testing, where 	Medium to Low

				<p>available</p> <p>10. Promote and engage with the NHS Test and Trace process</p> <p>11. Manage confirmed cases of coronavirus amongst the school community</p> <p>12. Contain any outbreak by following PHE local health protection team advice</p>	
Site management	Water temperature checks	Low	All users	Weekly checks have continued as school has been open to key worker and vulnerable pupils.	Low
	Gas safety	Low	All users	Boiler maintenance up to date.	Low
	Fire safety	Low	All users	Weekly fire alarm testing to continue as normal.	Low
	Kitchen equipment	Low	All users	Kitchen equipment has been deep cleaned this year.	Low
	Specialist equipment used by pupils	Low	Partially able users	Chairs to be safety checked by staff team and DHT.	Low
Security including access control and alarm systems	Low	All users	Sign-in system continues where names are moved up when staff come in and taken down to sign out – means staff only touch their own name.	Low	
Ventilation	Low	All users	School ventilation is good. Windows to be opened in each classroom to assist with ventilation. Windows and internal doors to be opened during school times. Requires secure site – gates to be locked by site team at 9:05am and opened at 2:45pm.	Low	
Cleaning and hygiene	The availability of soap and warm water in every toilet and areas used for personal care.	High	All users	Cleaners / site team to conduct checks of soap levels in each toilet and classroom.	Medium
	Staff/Pupils arriving at school with contaminated hands.	High	All users	Pupils, parents and staff clearly advised to remain home if displaying symptoms and access a test. Hand sanitiser stations to be placed at each entrance and pupils to wash hands on entering the school building.	Medium
	Disposal of waste	Medium	All users	Lidded bins available in each room for disposal of waste following 'Catch it, Bin it, Kill it' with posters up around the school. These will be double-bagged when emptied.	Low
	Access to tissues	Medium	All users	Multiple tissue stations to be placed in classrooms. Staff and pupils to wash hands with soap and water after blowing their nose or touching their face with a tissue. To be immediately disposed of into a lidded bin following 'Catch it, Bin it, Kill it'.	Low

Uniform	Pupils to wear normal school uniform	Low	All pupils	<p>Washing uniform after use is no longer essential and washing should return to the normal cycle that parents would follow.</p> <p>As uniform washing is no longer required, staff also do not need to wash their clothes as regularly. A return to staff dress code will highlight the importance of uniform requirements to pupils and parents.</p>	Extremely low
	Staff to follow staff dress code	Low	All staff		Extremely low
Movement around the school	Contact between bubbles	High	All users	<p>Pupils and staff to remain in their designated rooms.</p> <p>Access to outside designated areas is timetabled to reduce contact between bubbles.</p> <p>External doors to be used where possible.</p> <p>Hand sanitiser is available in pumped bottles in each classroom and at designated spaces around the school in automatic dispensers.</p> <p>Frequent cleaning of high touch surfaces e.g. photocopiers, door handles, table / counter tops, light switches, telephones, chairs, toilets and toilet handles, sinks and taps.</p> <p>Teacher to only use classroom computer or school-provided laptop on site and this should be cleaned down, along with external mouse and keyboard on a daily basis at the start and end of the day using either the spray or the disinfectant wipes provided.</p> <p>PE schedule in place which gives each bubble their own equipment for the term. Pupils to attend school on PE days wearing PE kit to eliminate need for changing and PE kits to be stored in school.</p> <p>Teacher to spend time reminding pupils about the measures in place and introducing any new measures including why the measures we have in place are protecting pupils to help them feel at ease.</p> <p>Accepted as low risk by DFE. Adults to escort pupils to toilets and back to ensure handwashing and to eliminate mixing of bubbles.</p> <p>Adequate spacing to be left between pegs in use.</p> <p>Pupils to limit the items brought to school e.g. coat, lunchbox and book bag.</p> <p>Pegs back in use – adults to supervise to ensure no mixing of bubbles.</p>	Medium
	Pupil understanding of measures in place	High	All users		Medium
	Passing in the corridor and using shared spaces at different times	Low	All users		Low

				Personal lunchboxes and water bottles to be kept in allocated areas for each bubble.	
Staffing availability	Staff identified as clinically extremely vulnerable	High	Clinically extremely vulnerable	No staff at Charvil are clinically extremely vulnerable.	Low
	Staff identified as clinically vulnerable	Medium	Clinically vulnerable	Less public facing options have been provided for this group of staff with personal Risk Assessments in place.	Low
	Staff living with clinically vulnerable or clinically extremely vulnerable people	Medium	Members of the school who are identified as living with a clinically vulnerable or clinically extremely vulnerable person	Risk assessments conducted.	Low
	Head / deputy unavailability for work	Medium	All users	The headteacher and two deputies will always ensure that at least one is available for work. DHTs now work in separate offices. Should all fall ill at the same time, wider capacity is available through the secondary leadership team.	Low
	DSL availability on site	Medium	All users	4 members of staff are DSL trained. If DSL falls ill, the three DSOs would step up as arrangements would indicate.	Low
	Consistency in staff to minimise movement between classes.	Medium	All users	Teachers e.g. for PPA are allowed to go between bubbles. Teachers to remain 2 metres apart from pupils where possible and appropriate to do so.	Low
	Sufficient cleaning staff to eliminate other members of staff needing to clean	Medium	All users	High touch surfaces and toilets to be cleaned between 10 and 11am and 2pm and 3pm.	Low
	Social distancing and space available	High	All users	DfE guidance states that social distancing does not need to be maintained in schools, except the teacher should remain 2 metres away from pupils at the front of the class. This would be the same for the Teaching Assistants. Adults will need to get closer to a child to conduct First Aid or to comfort a disconsolate child.	Medium
Staffing levels fall below that required for the school to run safely.	High	All users	School closed to individual bubbles or Year groups in the first instance. Further to the above, SLT will contact PHE for further guidance and follow advice given.	Medium	

				In case of school closure, parents would be contacted to alert them of closure. Collection to begin immediately. SLT members available to look after bubbles with insufficient staffing. This should take place outside, where possible.	
Maximum safe group sizes	Social distancing	Medium	All users	<p>Maximum group size of 30 pupils. Where possible, teachers and teaching assistants should remain 2 metres from the pupils in their class. Adults must remain 2 metres from each other at all times. Time spent within 1 metre of any child and face to face contact must be kept to a minimum. Working side by side with a pupil instead of face to face can support this.</p> <p>Desks to be organised in rows, with the exception of Foundation Stage, to minimise risk of transmission across tables and within groups.</p> <p>PPE (aprons, gloves and masks) available for First Aiders and for the undertaking of any intimate care needs. Masks and gloves can be worn by members of staff, if they wish to.</p> <p>Should stock of PPE be depleted and further stock cannot be sourced, the school would have to close until it became available. Remote learning would be available in this instance.</p> <p>ALL EHCP pupils attending school with a high level of need will continue to be supported. Adults will maintain social distance from the child, wherever possible. Adaptations and adjustments for these pupils will be made with oversight and advice from the SENCO. Visiting professionals to be asked to wear a face covering – visors available for those working with pupils where the face needs to be seen.</p>	Low
	Organisation of desks	Low	All users		Medium
	PPE availability	High	All users, particularly cleaning staff and First Aiders		Medium
	PPE becomes unavailable	High	SEND pupils		Medium
	SEND pupils having access to support	High			Medium
Use of resources	Teaching support resources	Medium	All users	<p>Shared equipment between bubbles e.g. Numicon, phonics resources, science equipment etc. to be cleaned after use in preparation for the next group.</p> <p>Equipment e.g. hula hoops, balls, bean bags to be shared out so that each bubble has their own equipment for play times.</p> <p>Main play equipment out of bounds to all pupils.</p> <p>Pupils either have their own pack of frequently used items e.g. pencil, pen, ruler, pencil sharpener,</p>	Low
	Playground equipment	Medium	All users		Low
	Personal equipment	Medium	All users		Low

				rubber etc. in a zip lock wallet or these are provided on tables for children within the bubble. Other common resources such as number lines, phonics mats, spelling frames etc. may be added to these packs.	
Physical Education	PE resources	Medium	All users	PE coordinator has planned units so that equipment can be kept within bubbles for the half-term used. This allows quarantine time between bubbles. High touch surfaces used within PE lessons e.g. PE mats are to be cleaned after use. Pupils and staff to attend school wearing PE kit on PE days to eliminate need for changing.	Low
	High touch surfaces in PE lessons	Medium	All users		Low
	PE kit	Medium	All users		Low
Start and end of school day	Social distancing and overcrowding playground at these times.	High	All users	Parents have been asked to wear face coverings to the school gates. Parents not allowed access to school site. Staggered start and end times for parents using the same entrances and exits. Older pupils may enter and exit from the same gate as their youngest sibling. Social distancing to be maintained at these times. Expectation placed on parents to adhere to social distancing guidelines. Teachers to apply hand-sanitiser on all pupils' hands on entry to site. Pupils to wash hands once entering school building.	Medium
	Cleanliness on entering school premises	High	All users		Medium
Visitors to the school	Parents	Medium	All users, particularly front line staff	Parents only permitted access to office if delivering essential items e.g. medication, or in an emergency. Social distancing set up in office with parents informed not to approach the desk with a barricade. Glass screen has been installed. Automatic sanitiser dispenser has been fitted in Reception. Any visitors attending to support SEN pupils will be allowed access. They will have to maintain social distancing but can be provided access to support these pupils. Government's official app is used for Test and Trace. Only essential works to be carried out during school hours and these contractors will be met and accompanied by a member of the site team with work taking place away from bubbles. If a bubble is to be moved to enable the work to be carried out, a	Medium
	Authorised visitors	Medium	SEN pupils		Lo
	Contractors	Medium	All users		Low

	Volunteer readers etc.	Medium	All users	<p>separate risk assessment will be conducted with the contractor.</p> <p>Volunteering will not resume until the situation allows.</p> <p>School perimeter to be secured between 9:05am and 2:45pm so that access can only be granted from within the school.</p>	Low
	Unauthorised visitors	High	All users		Medium
Break times	Social distancing	High	All users	<p>Pupils to remain in bubbles at all times. Pupils to be reminded of social distancing requirements throughout the day and these will be enforced at play times and lunch times as well.</p> <p>Activities to remain structured to eliminate risk. Play equipment not in use.</p> <p>Pupils to remain indoors and use resources available for the bubble within classrooms.</p> <p>Breaks to be planned and followed by all staff without compromising bubbles.</p>	Medium
	Trips and falls	Low	All users		Low
	Wet play arrangements	Low	All users		Low
	Staff breaks	Low	All staff		Low
Meals	Preparation	Medium	All users	<p>Hot meals to resume – to be eaten in classrooms using take away containers. Foundation Stage to eat in the hall.</p> <p>Pupils to remain in seats and return cutlery to the box after eating.</p> <p>Lunchtime supervisors to clean tables after use in preparation for afternoon learning. Cleaning spray requires 5 minutes contact time on tables before wiped clean.</p>	Low
	Consumption	Low	All users		Extremely low
	Cleaning surfaces after lunch	Medium	All users		Low
Administration of First Aid	Staff breaking social distancing to administer First Aid	Medium	First Aiders	<p>Gloves should be worn if a distance of 1 metre cannot be maintained. If cleaning wounds or applying plasters is required, the First Aider should, where possible, advise and observe the child doing it, from a distance. Where closer contact is required, this should be done as carefully as possible in the circumstances.</p> <p>A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult.</p> <p>If a risk assessment determines that there is a risk</p>	Low
	Administering First Aid to a young person or learner who becomes unwell with symptoms, primarily, but not limited to: <ul style="list-style-type: none"> • A high temperature • A new, continuous cough 	High	First Aiders		Medium

	<ul style="list-style-type: none"> A loss of, or change to, sense of smell or taste 			<p>of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. All waste to be double bagged and left for 48 hours before disposal. Waste to be kept within the water tower gates until 48 hours has passed.</p> <p>Pupil to be isolated in the hall with supervision from DHTs until parent collects.</p> <p>Identification of all known touch points must be monitored to enable deep cleaning of these areas using bleach-based cleaning products. All waste to be double-bagged and left for 48 hours before disposal. Waste to be kept within the water tower gates until 48 hours has passed.</p>	
Mental Health and Wellbeing	Mental health of pupils	Medium	All pupils	<p>Pupil wellbeing and mental health is supported by a return to school and routine. This will remain a focus for the school with access to Nurture and other resources through referral to the SENCO. Class teachers, Key Stage Leads and DHTs available for pupils to discuss concerns and worries.</p> <p>Pupil wellbeing is discussed with notes and updates shared with staff on a fortnightly basis.</p> <p>PSHE lessons this term have been planned by staff to reflect the return to school.</p> <p>Regular contact will be maintained, via Microsoft Teams or face to face if circumstances allow it implementing the appropriate social distancing requirements, with weekly meetings taking place. Wellbeing will always be an agenda item on these. Key Stage Leaders to provide support for teachers in their team.</p> <p>DHTs available for 1:1 discussions with staff on Teams.</p> <p>Staff and teacher workload remains a priority for the school. Meetings follow planned agenda items related to the School Improvement Plan and only take place when necessary. School will be open between the hours of 7:00am and 5:45pm. Marking will be conducted but only on work that requires written feedback. Verbal feedback is already a strength of the school and this will provide</p>	Medium
	Pastoral support for pupils	Medium	All pupils		Low
	Mental health of staff	Medium	All staff		Medium
	Workload	Medium	All staff		Medium

				adequately for progression when supplemented with required written feedback.	
Fire	Electrical equipment Kitchen equipment Gas and boiler house Evacuation	All users All users All users All users	Medium Medium High Low	Any equipment on site has been PAT and passed. Kitchen staff trained on fire procedures. Checks in line with requirements – all servicing maintained and up to date. Evacuation procedures to be followed as normal, PEEPs in place and social distancing to be followed when in fire lines.	Low Low Low Extremely low
Out of hours club	Checks in place by external provider have been verified by SLT	All users	Medium	Ken Hillerton has checked and verified current risk assessment. All cleaning protocols are in place as required.	Low
Optional asymptomatic Lateral Flow Device testing	Please see separate risk assessment	All users	Medium	Detailed on separate risk assessment	Low

This Risk Assessment has been completed by –		
Name: Ken Hillerton	Job Title: Deputy Headteacher	Date: 1.3.2021
Please read and sign this risk assessment:		
Signed:	Date:	