



Coalway Community Infant School



COVID-19 Risk Assessment for September 2020 reopening

Our risk assessment implements protective measures recommended by DfE and PHE including implementation of a 'system of controls', as required when planning for all pupils in all year groups to return to school full-time from the beginning of the autumn term.

The aim of the risk assessment is to implement protective measures to prevent COVID-19 or reduce the spread of the infection if there is a positive case, both in the school and transmission to the wider community.

Our risk assessment has been reviewed by Gloucestershire County Council's Safety, Health and Environment (SHE) department.

In compiling this risk assessment the Governing Board followed GCC's COVID-19 RISK ASSESSMENT PROCESS FOR SCHOOLS & EDUCATIONAL SETTINGS (Revised for full reopening in September 2020), as follows:





Coalway Community Infant School



COVID-19 Risk Assessment for September 2020 reopening

ASSESS

The following control measures have been identified for managers and employees to implement under a 'Plan', 'Do', 'Review' cycle.

The preventative measures identified aim to reduce the risk of transmission and comply with DfE 'system of control' requirements.

Who may be at risk: Employees, pupils, families (parents, carers and siblings), visitors, contractors, members of public.

Vulnerable groups: In applying the full measures detailed in this guidance, the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable and those with particular characteristics which may put them at comparatively increased risk from COVID-19 (due to age, deprivation, ethnicity, etc.). Individual risk assessments will be completed for those vulnerable staff who are very anxious about returning to the workplace.

PLAN		DO			REVIEW
Prepare Building, timetables and lessons, policies and procedures	Prepare Employees, Parents and pupils and other site users	Control Access and Visitors	Minimise contacts and social distancing	Infection Control Measures	Communicate and Review Arrangements
Buildings <ul style="list-style-type: none"> All health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, etc.). Emergency and evacuation procedures have been reviewed (e.g. fire wardens, escape routes, roll-call, assembly areas, etc.). Ventilation points checked & working optimally; (ventilation will be provided continuously, with lower ventilation rates 	Employees <ul style="list-style-type: none"> Employees involved in plans to return to school, with any suggestions on preventative measures that can be taken incorporated into plans. Personal risk factors considered: age, pregnancy, existing health conditions and ethnicity. Where necessary, 	Access <ul style="list-style-type: none"> All entry points to school controlled (including deliveries) – electronic gates operated by School Office. Liaison with other site providers. Building access rules clearly communicated through signage on entrances. Parents' drop-off and pick-up protocols 	The following measures will minimise contacts and mixing between people, reducing possible transmission of COVID-19: 'Bubbles' <ul style="list-style-type: none"> Class groups will be kept together in separate 'bubbles' throughout the day and will not mix with other groups except at playtimes. Each class to stay as a 	Minimise contact with individuals who are unwell: <ul style="list-style-type: none"> PHE guidance and Action Cards for School Managers will be followed. Anyone with COVID-19 symptoms, or who have someone in their household who does, not to attend school. If anyone becomes unwell at school they will be isolated, sent home 	<ul style="list-style-type: none"> Consultation with employees and trades union Safety Reps (via LA) on risk assessments. Risk assessment published on school website and given to staff. Nominated employees tasked to monitoring protection measures – HT, SLT, Admin staff. All members of staff to ensure compliance with

<p>when people are absent).</p> <ul style="list-style-type: none"> • Provision has been made for children who display COVID-19 symptoms or become ill during the day to be isolated. Designated spaces are identified. • School has ensured it has sufficient supplies of PPE including cleaning materials and hand washing/sanitising liquids that meet DfE/PHE requirements. • Suitable and sufficient bins have been provided to support pupils and staff to follow the 'catch it, bin it, kill it' approach. • Provision of sufficient tissues in all rooms. • Separate zones have been created across the school site to ensure different groups of pupils have allocated rooms/outdoor areas and mixing is minimised. • A building plan has been created/communicated to all staff to indicate areas where bubbles do not mix (e.g. classrooms) and where mixing is more likely and so where distancing and other measures are required. • Separate lunch rooms have been established for class bubbles to have meals in different 	<p>individual risk assessments completed.</p> <ul style="list-style-type: none"> • Employees are fully briefed about the plans and protective measures identified in the risk assessment. • Regular staff briefings are timetabled. • Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school – Staff and parent guidance given. • Information shared about testing available for those with symptoms - Staff and parent guidance. • All appropriate sources of curriculum guidance have been reviewed by teachers. • Teachers have identified possible shared resources and how to prevent mixed contact (e.g. 	<p>established, to minimise contact - Parent guidance given.</p> <ul style="list-style-type: none"> • School start times staggered so bubbles (class groups) arrive at different times. Parents informed of designated times. • Signage placed outside school to indicate distancing rules (for queuing during peak times). • Employees in school reception protected by current glass partition. Additional signage provided. • Shared items removed from reception. Office Staff to provide & clean as required. • Office staff are to sign in any visitors via an iPad then clean the touch screen. (N.B. Only emergency visitors expected on site). • Hand sanitiser provided within entrance foyer & at all entrances. • Gathering at the school gates 	<p>consistent group.</p> <ul style="list-style-type: none"> • Where class size groups are not appropriate/logistically possible, year group sized bubbles will be implemented, i.e. at break times & lunchtimes. • Records will be kept of pupils and staff in each bubble. • Coalway Kids Club (breakfast and after-school club) to provide care in year group/Infant bubbles, keeping to those bubbles used during the school day as closely as possible. <p>Minimise mixing</p> <ul style="list-style-type: none"> • Class bubbles are to be kept apart from other groups for the majority of time. • Classes to use the same classroom throughout the day. • Mixing between bubbles to be kept to a minimum during arrival, lunchtime, breaks and departure. Staggered 	<p>and provided with information on what to do next.</p> <ul style="list-style-type: none"> • An unwell child awaiting collection will be isolated in a suitable designated room with adult supervision. • Staff caring for a child awaiting collection to keep a distance of 2 metres. • PPE to be worn by staff caring for the child if 2 metres distance cannot be maintained. • Staff to wash their hands after caring for a child with symptoms. • All areas where a person with symptoms has been to be cleaned after they have left. • Should staff have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days. (Should symptoms develop, testing & self-isolation guidance to be followed). 	<p>rules.</p> <ul style="list-style-type: none"> • Staff encouraged to report any non-compliance to SLT. • The effectiveness of prevention measures will be monitored by school leaders. • This risk assessment will be reviewed if the risk level changes (e.g. following local/national lockdown or cases or an outbreak) and in light of updated guidance.
---	--	--	---	--	--

<p>classrooms/ dining rooms.</p> <ul style="list-style-type: none"> Staggered lunches have been timetabled to enable separate lunch sittings to avoid mixing, allow time for cleaning, with appropriate seating plans & safe capacity. COVID-19 posters/ signage displayed. 'Crunch' or 'pinch points' are identified (e.g. entrances/ exits/ corridors/ shared spaces) and movement is timetabled to ensure it can be staggered. One-way system in place for pupil drop off/collection and in main corridors to ensure separate, distanced circulation around the building. Separate routes in operation for C3 & C4 to reach playground. All other classes to exit to the playground via external doors only. In areas where queues may form, floor markings have been put down to indicate distancing. Classes use separate doors at staggered times to enter and exit the building (to avoid crossing paths). All internal doors to be propped open (excl. magnetic hold-open 	<p>cleaning between groups/bubbles or rotas for equipment use).</p> <ul style="list-style-type: none"> Lessons identified and planned that could take place outdoors. Consideration given as to how online resources can be used to shape remote learning. Plan is in place for remote education for pupils, alongside classroom teaching, in case of a lockdown or pupils having to isolate. <p>Parents/pupils</p> <ul style="list-style-type: none"> EHCP and SEN plans/provision reviewed. Information communicated to pupils before they return about what school will be like, expectations around hygiene, the need to stay apart from others. Information communicated to parents on the preventative 	<p>prohibited. Parents informed.</p> <ul style="list-style-type: none"> Staff will be on duty outside school at drop off and collection times to monitor protection measures. <p>Visitors</p> <ul style="list-style-type: none"> Wherever possible staff will keep meetings on a virtual platform (e.g. 1:1 sessions with professionals, recruitment interviews, parental & governor meetings etc.). Parents/carers and visitors coming onto the site without an appointment will not to be permitted. Site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Any absolutely essential visits will be arranged outside of school hours. A record will be kept of all visitors to assist NHS Test and Trace, 	<p>starts/collections & break times to be implemented.</p> <ul style="list-style-type: none"> Pupil movement around the school site to be controlled to limit contact and mixing. All pupil movement to be supervised by adults. Class groups to follow separate designated routes to the playground. Only Classes 3 & 4 to move via corridors. No unsupervised/ individual pupil movement allowed, (e.g. staff to return registers to Office). Class bubbles will stay within specific 'zones' of the site to minimise mixing. The number of pupils in shared spaces (e.g. hall, dining areas, playground) for lunch and exercise is limited & timetabled to specific bubbles. Bubbles to have lunch in their designated classroom/dining room. 	<p>Hand washing</p> <ul style="list-style-type: none"> Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning). Designated hand washing times established and incorporated into daily Bubble timetable. Timer reminders set in each room. Sufficient handwashing facilities are available. Class stocks provided. Bubble & Office staff to monitor and replenish. Sinks available in all Bubble rooms (classrooms). Hand wash and hand gel provided; constantly available. Where there is no sink (Hall, playground), hand sanitiser will be provided. Pupils (and staff) to clean their hands when they arrive at school, when they return from breaks, when they change 	
---	---	---	---	--	--

<p>doors) to limit the use of door handles and aid ventilation, taking account of fire safety and safeguarding. Fire policy amended accordingly & shared with staff.</p> <ul style="list-style-type: none"> • All rooms to be accessed directly from outside (to avoid shared use of corridors). C3 & C4 allocated designated, separate routes to/from the playground. • Classrooms organised to maintain space between seats and tables. • Tables arranged to seat pupils side by side or facing forwards as much as possible. • All unnecessary items and furniture removed from classrooms to make more space. • Enhanced cleaning schedule arrangements are made with cleaners (Glen Cleaning) that include frequent (daily) cleaning of rooms, shared areas that are used by different groups and additional cleaning of frequently touched surfaces. <p>Timetabling and lessons</p> <ul style="list-style-type: none"> • Staggered starts and finish times implemented to keep groups apart as 	<p>measures being taken.</p> <ul style="list-style-type: none"> • Risk assessment and details of measures posted on school website. • Parents informed about the process for drop off and collection. • Parents advised of points of contact within School for reassurance as to the plans put in place; all enquiries to School Office. • Parents advised of limited equipment that pupils may bring into school each day - essentials only such as lunch boxes, hats, coats. • Parents informed only one parent to accompany child to school. • Parents and pupils encouraged to walk or cycle where possible. • Communications to parents includes advice on transport. Clear messages given to parents about minimising the use of public transport 	<p>including:</p> <ul style="list-style-type: none"> ○ the name; ○ a contact phone number; ○ date of visit; ○ arrival and departure time; ○ the name of the assigned staff member. 	<ul style="list-style-type: none"> • Outdoor areas timetabled to ensure separation. • Large gatherings such as assemblies/ collective worship with more than one group will be avoided. Classroom assembly time/ virtual assemblies to be timetabled. • Multiple groups not to use outdoor equipment simultaneously; year group bubbles to use according to timetable. • Staff to supervise toilet use and limit the number of pupils who use the toilet facilities at any one time. • Pupils able to have access to toilets at all times during the day. Timetabled & staggered whole class toilet times before breaks and lunch to avoid congestion in cloakrooms. • The same teacher(s) and other staff are assigned to each 	<p>rooms, before and after eating, after sneezing/coughing, before going home.</p> <ul style="list-style-type: none"> • Pupils will learn and practise good hygiene habits through songs, repetition and modelling – part of daily timetable. Ongoing monitoring. • Staff to spend additional time supervising/ teaching pupils who have trouble cleaning their hands independently (e.g. younger children & pupils with complex needs/SEND). Practice with parents at home to be encouraged in these instances. • Recommended resources will be used to teach effective hand hygiene etc. <p>Respiratory hygiene</p> <ul style="list-style-type: none"> • Adults and pupils will be encouraged not to touch their mouth, eyes and nose. Staff to monitor. 	
---	--	---	---	---	--

<p>they arrive and leave school.</p> <ul style="list-style-type: none"> • Break times and lunch times staggered to avoid mixing and time for cleaning surfaces in classrooms/dining halls between groups. • Daily timetables in place to keep groups apart and to keep movement around the school site to a minimum (busy corridors, entrances and exits avoided). • Arrangements have been prepared to allow remote learning to take place should a partial or full closure of the school be required, at any point in the next academic year. <p>Policies and procedures</p> <ul style="list-style-type: none"> • Policies have been updated to reflect changes brought about by COVID-19, including: <ul style="list-style-type: none"> ○ Safeguarding/child protection ○ Behaviour ○ Curriculum ○ Special educational needs ○ Visitors to school • All policies published on school website. • A visitors' protocol has been prepared so that parents, contractors, or professionals working with 	<p>and how to reduce the risks of transmission outside of school.</p> <ul style="list-style-type: none"> • Staggered drop-off and collection times planned and communicated to parents. • Made clear to parents that they cannot gather at entrance gates or doors. • Parents advised to phone school and make telephone appointments if they wish to discuss their child (to avoid face to face meetings). <p>Others</p> <ul style="list-style-type: none"> • Communications made with contractors and suppliers that need to prepare to support plans for full opening (e.g. cleaning, catering, food supplies, hygiene suppliers). • Assurances have been received that caterers will comply with the guidance for food businesses on COVID-19. Risk 		<p>bubble and, as far as possible, these stay the same.</p> <ul style="list-style-type: none"> • Staff that move between classes and year groups (e.g. supply teachers), to keep their distance from pupils (as much as possible) and other staff. • To avoid mixing during breakfast and after-school clubs, a year group/Infant bubble system is to be in operation. Different bubbles of children will have designated resources each session, with resources/ surfaces cleaned at the end of each session. <p>Distancing</p> <ul style="list-style-type: none"> • Staff to keep 2 metres from other adults as much as possible. • Where possible staff to maintain distance from their pupils. Possible teaching approaches discussed and 	<ul style="list-style-type: none"> • Staff to be vigilant to pupils putting items in their mouths etc. Items to be cleaned immediately. Staff monitoring ongoing. • Adults and pupils will be encouraged to use a tissue or elbow to cough or sneeze, use bins for tissue waste & wash hands ('catch it, bin it, kill it' message to be reinforced) • Tissues to be provided. Staff to replenish tissue stock as required. • Bins for tissues provided and emptied throughout the day. • Singing, wind and brass instrument playing will not take place in larger groups such as school choirs or school assemblies. • Measures to be taken when playing instruments or singing in small groups such as in music lessons include: <ul style="list-style-type: none"> ○ physical 	
--	---	--	--	---	--

<p>individual children are clear about the infection control measures that we have in place.</p> <ul style="list-style-type: none"> The Governing Board and SLT have regard to staff (including the headteacher) work-life balance and wellbeing. Information is regularly shared about the extra mental health support available for pupils and teachers (incl. SAS, OH, GHLL). <p>Response to any infection</p> <ul style="list-style-type: none"> Leadership and Administrators understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Action cards/flowcharts created. Information will be regularly communicated to staff members and parents/carers, including that they will need to be ready and willing to <ul style="list-style-type: none"> book a test if they are displaying symptoms; inform the school immediately of the results of a test; provide details of anyone they have been in close contact with; self-isolate if 	<p>assessments & policies received.</p> <ul style="list-style-type: none"> Arrangements for lunches agreed with caterers (including food delivery, cleaning between sittings, distancing and minimising contacts). Communication completed & ongoing with other site users. Visitors limited by exception (e.g. for priority contractors, emergencies etc.). Information communicated to all relevant parties. 		<p>altered.</p> <ul style="list-style-type: none"> Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone. Supply teachers to minimise contact and maintain as much distance as possible from other staff. The occupancy of staff rooms and Offices to be limited. Staff rooms reorganised to ensure 2m separation. 'Year group bubble' staff rooms established. Rooms timetabled for breaks. Use of staff rooms to be minimised. Staff in shared spaces (e.g. Office) to avoid working facing each other. Use of a simple 'no touching' approach for young children to understand the need to maintain distance (N.B. once the initial transition period is completed). Older children to be encouraged to keep their distance 	<p>distancing;</p> <ul style="list-style-type: none"> playing outside wherever possible; limiting group sizes to no more than 15; positioning pupils back-to-back or side-by-side; avoiding sharing of instruments; ensuring good ventilation. <p>Cleaning</p> <ul style="list-style-type: none"> Sanitising spray and paper towels to be provided in classrooms for use by members of staff. Staff to re-stock as required. Thorough cleaning of rooms at the end of the day. Shared materials and surfaces to be cleaned frequently (e.g. toys, equipment, iPads, tables, chairs, sinks, toilets, light switches, doors, high touch points, etc.). Books to be used by same child all week, left over a weekend then 	
--	---	--	--	---	--

necessary.			<p>within bubbles wherever possible.</p> <p>Minimising contact</p> <ul style="list-style-type: none"> Doors will be propped open, where safe to do so, to limit the use of door handles. Doors to be closed when the school is unoccupied. No books or other shared resources to be taken home. Unnecessary sharing of resources to be avoided. Staff and pupils to have their own individual and very frequently used equipment, such as pencils and pens. <p>PE</p> <ul style="list-style-type: none"> Pupils will be kept in their same consistent bubbles during PE lessons. Sports equipment will be thoroughly cleaned between each use. Contact sports activities will be avoided until guidance changes. Outdoor PE/sports to be prioritised 	<p>redistributed for the next week (rather than books being wiped clean). Staff cleaning checklist & cleaning regime agreed.</p> <ul style="list-style-type: none"> Resources that may be shared between bubbles (e.g. sports equipment) to be cleaned frequently and meticulously and always between bubbles. Outdoor equipment appropriately cleaned frequently. Toilets to be cleaned regularly – timetable and ‘cleaning teams’ agreed. Staff providing close hands-on contact with pupils will increase their level of self-protection, such as minimising close contact and having more frequent hand-washing/ other hygiene measures, and regular cleaning of surfaces. <p>PPE</p> <p>The majority of staff in</p>	
------------	--	--	--	--	--

			<p>where possible.</p> <ul style="list-style-type: none"> Hall to be used where it is not (i.e. due to weather). <p>Educational Visits and journeys</p> <ul style="list-style-type: none"> Risk assessments of visits and journeys to be undertaken by visit leaders. Pupils will be grouped together on transport in the same bubbles that are adopted within school where possible. Journeys will be planned to allow distancing within vehicles (this may mean large vehicles or more are used). Hand sanitiser to be used upon boarding and/or disembarking. 	<p>education settings will not require PPE beyond what they would normally need for their work. PPE will only be needed in school in a very small number of cases, including:</p> <ul style="list-style-type: none"> where an individual child becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if a distance of 2 metres cannot be maintained where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used. PPE may be additionally worn for treating open wounds/serious head injuries, or provision of CPR (see First Aid Policy COVID-19 Annex) <p>Staff training received re. the above, including 'donning & doffing'. PPE kits prepared</p>	
--	--	--	--	---	--

				<p>('grab bags') & stored in Office.</p> <p>First Aid</p> <ul style="list-style-type: none"> • Sufficient adults hold appropriate First Aid qualifications. • Employees providing first aid to pupils will not be expected to maintain 2 metres distance, but will aim to do so wherever possible. The following measures will be adopted: <ul style="list-style-type: none"> • washing hands or using hand sanitiser, before and after treating injured person; • wear gloves or cover hands when dealing with open wounds; • (wearing PPE may also be worn when treating open wounds/serious head injuries/ administering CPR: See Annex to First Aid Policy) • if CPR is required on an adult, attempt compression only CPR and early 	
--	--	--	--	--	--

				<p>defibrillation until the ambulance arrives;</p> <ul style="list-style-type: none"> • if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest. • dispose of all waste safely. <p>Staff training received re. the above. First aid kits prepared for all class bubbles. First aid kits to be carried with bubbles from inside to outside spaces.</p>	
<ul style="list-style-type: none"> • https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak • https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace 					
