

Site Name **Grateley Primary School** Date **17<sup>th</sup> May 2020**

<b>Risk</b>	<b>Covid 19.</b> ..... School is following the guidance and information provided by Public Health England and the DfE. This assessment records site specific arrangements.
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What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
Underlying Health conditions	Staff, students, or visitors who have underlying health conditions	Those staff who have received a letter from their GP stating to shield are at home working.	Keep in touch with the 1 member of staff – give them jobs that they can complete offsite.	RD	Continuous through this pandemic	
Group transmission	Staff, students, or visitors	Control visitors into the site. Children in one part of the school Small staff teams on a rota	<p>Visitors</p> <p>Restrict all access to the building from visitors – visitors by appointment only</p> <p>No one to come through the front of the school unless by prior appointment – temperature will be taken and asked to wash their hands with alcohol based sanitiser.</p> <p>Signage displayed to halt visitors into the school</p> <p>Tape and spray on the floor to allow for 2 metre socially distancing</p> <p>Staff</p> <p>Staff work in class bubbles in an allocated area of the school (no more than 15)</p> <p>All things that staff need should be with them</p> <p>Only one/2 people in the staff room at any one time and clean the surfaces after entry</p>	All Staff	Daily and rigorously	

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			<p>Only one member of staff in the toilets – try to restrict entry to office area, except for HT and office staff. Each office staff member in a separate office space.</p> <p>Practice good hygiene</p> <p>Model social distancing for the children</p> <p>Stagger entry to school, exit from school, break and lunch times</p> <p><u>Children</u></p> <p>Children in small class groups</p> <p>Children put all belongings in their lockers</p> <p>Sit 2 metres away from each other</p> <p>Year R – split into 1 group of 12 (Darwin classroom)</p> <p>Year 1 – split into 1 group of 12 (Adamson classroom)</p> <p>Year 6 – 1 group of 8 (Attenborough Classroom)</p> <p>Keyworkers/Vulnerable – if own class is back, re-join classroom, otherwise in the hall.- 1 group of 10</p> <p>Staggered playtime and lunchtimes</p> <p>Staggered entry into school</p> <p>Sanitising stations in all classrooms</p> <p>Signage to state way round school</p> <p>One person in the toilets at a time</p> <p>No mixing of class bubbles</p> <p>Entry into school via school main gate (staff member at gate, socially distance and take forehead temperature)</p> <p>If temperature is raised (normal temperature is between 36.5 degrees and 37 degrees, anything above this we need to question for other symptoms such as shortness of breath or cough, loss of taste and or smell- follow part 2 of the Resilience plan – isolate and send home</p> <p>Playground demarcated for parents, children and staff for staggered end of the day collection.</p>			

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			<p><b>Quarantining Books</b>                      Following Hampshire school library service guidance- (03.06.2020) Jacketed books should be quarantined for 72 hours. Unjacketed books should be quarantined for 24 hours.</p>			
Poor hygiene	Staff, students, or visitors	Snuffle stations set up Small group of children in, contained in one part of the school	Sanitising stations in all areas of the school and every classroom Soap and paper towels in every classroom PPE for staff should they request it. Guidance given on the safe use of PPE Cleaned in the morning by site manager Cleaned throughout the day (desks, handles) by teachers/teaching assistant Deep clean in the evening by site manager – PPE essential Posters and signs reminding children of effective hygiene Assemblies taken by HT in classrooms reminding children of good hygiene practice – washing hands, catch germs in tissues (catch it, bin it, kill it)			
Transmission while transporting students	Staff, students, or visitors	No mini bus or bus transportation taking place	If this changes the risk assessment will be updated accordingly.	RD	By 1 <sup>st</sup> June and ongoing	
CYP Behaviour	Staff, students, or visitors	Behaviour policy in place Social distancing in place Small groups of children and teachers in place Child has IBMP in place	Small classes – remind of behaviour policy Add to behaviour policy with the elements needed for COVID-19 (i.e. social distancing, washing hands regularly) IBMP for children who need it – look at the wording and need to physically restrain (take advice from county) Signage up and around school Staff role model and explain to the children new processes	SLT and SENCO Caretaker to tape and spray TW and DK to communicate	By 1 <sup>st</sup> June and ongoing	

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			Social stories to explain the new layout of the school prior to the children starting. CT's to send a video to YR and social story PowerPoint to Y1	with children before entering the building.		
Staffing for emergency evacuations	Staff, students, or visitors	Small groups – emergency evacuation follow normal protocol.	Practice emergency evacuation of building adhering to social distancing Need demarcation of 2 metres across the playground so children do not stand next to each other. All classes are small – aim for 4 minutes out of building and repeat several times if this is not managed on the first occasion.	RD GT-Site Manager	Set up by June 1 <sup>st</sup>  Within the first 2 days practice fire drill	
Staffing levels for first aid	Staff, students, or visitors	All staff emergency 1 <sup>st</sup> aid trained  GT 1 <sup>st</sup> Aid at Work trained.	All staff recently trained (January 2020) to be 1 <sup>st</sup> Aiders Paediatric first aider has a clinically vulnerable family member. She will be in the building, whilst following strict social distancing protocols.  KH is taking emergency Paediatric training and will take full training when the courses reopen.  RD update training for First Aid at Work when courses re-open.	SLT TW RD KH	By June 1 <sup>st</sup>	
Eating food and snacks	Staff, students, or visitors	Eat in classrooms Snacks on playground	Lunch times staggered YR, Y1 then Y6. Strict hand washing procedures before eating. Packed lunches from home to be fully disposable, no lunch boxes or Tupperware. Own water bottles to be used and kept at school for the week. Meals brought to classrooms on sanitised trolley.	Staff in classrooms  HC3S staff	Daily	

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<b>Room</b>	<b>Max number of children and adults in this area</b>	<b>Extra precautions to be taken</b>	<b>Resources</b>	<b>Person responsible</b>		
Main offices (main office and Den)	2 people  1 in office 1 in Den	Hand washing facilities  Hand sanitiser before signing in or out  Reduce number of visitors - no parents communication via telephone and e-mail only.  Desks, light switches and door handles cleaned at lunchtime and the end of the day	Soap, paper towels  Hand sanitiser  Cloths and antibacterial spray	All individuals  All individuals  SM and KH  GT- caretaker/site manager		
Entrance area	1 person at a time	Regular hand washing  No visitors (use Learning Zone if necessary)  Desks, light switches and door handles cleaned at lunchtime and the end of the day  2m tape to demarcate floor for staff member using photocopier				
Headteacher office	1 adult and 1 child	Regular hand washing  No visitors (use Learning Zone if necessary)	Soap, paper towels	All individuals  RD and Site manager		

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		Desks, light switches and door handles cleaned at lunchtime and the end of the day	Cloths and antibacterial spray	
<b>Room</b>	<b>Max number of children and adults in this area</b>	<b>Extra precautions to be taken</b>	<b>Resources</b>	<b>Person responsible</b>
Corridors	2 people 15 children from same 'bubble group'	One way system  Light switches and door handles top surfaces eg. Radiator tops and hand rails, cleaned at lunchtime and the end of the day  Markers on floor to remind adults of social distancing	Tape to mark floors  Cloths and antibacterial spray  Tape to mark floors	KH to put up signage  GT- caretaker/site manager  HT and site manager to mark out. All teachers to teach the children about this.
Staff room (moved to Bear Class until further phased opening of the school)	1 adult where possible up to 2	Sit 2m apart  Hand sanitiser before and after using the photocopier / laminator  Top surfaces, light switches and door handles (including fridge) cleaned at lunchtime and the end of the day	Tape to mark floor and seating  Hand sanitiser  Cloths and antibacterial spray	All individuals  All individuals  GT- caretaker/site manager
<b>Room</b>	<b>Max number of children and adults in this area</b>	<b>Extra precautions to be taken</b>	<b>Resources</b>	<b>Person responsible</b>
Boy's toilet	1 child	Hand washing facilities	Soap and paper towels	All individuals

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<i>To be used by Y1 boys</i>		Surfaces cleaned at lunchtime (by RD) and end of day  1 toilet to be used at all times	Cloths and antibacterial spray  Lock toilet not to be used	GT- caretaker/site manager
<i>Girl's toilet To be used by Y1 girls</i>	1 child	Hand washing facilities  Surfaces cleaned at lunchtime (by RD) and end of day  1 toilet to be used at all times	Soap and paper towels  Cloths and antibacterial spray  Lock toilet not to be used	All individuals  GT- caretaker/site manager
<i>Disabled toilet To be used by Y6 and key worker children</i>	1 child	Hand washing facilities  Surfaces cleaned at lunchtime (by RD) and end of day	Soap and paper towels  Cloths and antibacterial spray	All individuals  GT- caretaker/site manager
<i>Darwin class toilet To be used by YR children</i>	1 child	Hand washing facilities  Surfaces cleaned at lunchtime (by RD) and end of day  1 toilet to be used at all times	Soap and paper towels  Cloths and antibacterial spray	All individuals  GT- caretaker/site manager
Laptop Trolleys	1 child or adult at a time	Sanitising wipes to be used to clean laptops before each use  Only staff to collect and return laptops.  Lap top trolleys surfaces cleaned at the start and end of each day (by TA)	Tech care wipes  Cloths and antibacterial spray	All individuals  GT- caretaker/site manager
<b>Room</b>	<b>Max number of children and adults in this area</b>	<b>Extra precautions to be taken</b>	<b>Resources</b>	<b>Person responsible</b>
Darwin class	12 children and 2 adults	Handwashing facilities	Soap and paper towels	All individuals

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		<p>Remove all soft furnishing and items that cannot be washed</p> <p>Use outside area as much as possible</p> <p>Light switches and door handles top surfaces eg. radiator tops and hand rails, cleaned at lunchtime (by BT/SB) and the end of the day</p> <p>Desks moved to out of bounds area</p> <p>Box in classroom for resources that need to be cleaned</p> <p>All EYFS small play toys to be soaked overnight in Milton solution</p>	<p>Black plastic bags</p> <p>Cloths and antibacterial spray</p> <p>Large plastic box cloths techcare spray or milton</p>	<p>GT- caretaker/site manager</p>
Adamson class	12 children and 2 adults	<p>Handwashing facilities</p> <p>Remove all soft furnishing and items that cannot be washed</p> <p>Use outside area as much as possible</p> <p>Light switches and door handles top surfaces eg. radiator tops and hand rails, cleaned at lunchtime (by JK/CG) and the end of the day</p> <p>Desks set out to allow 2m between children (11 desks)</p> <p>Box in classroom for resources that need to be cleaned at the end of the day</p>	<p>Soap and paper towels</p> <p>Black plastic bags</p> <p>Cloths and antibacterial spray</p> <p>Cloths and antibacterial spray or milton</p>	<p>All individuals</p> <p>GT- caretaker/site manager</p>
Attenborough class	8 children and 1 adult	<p>Handwashing facilities</p> <p>Remove all soft furnishing and items that cannot be washed</p>	<p>Soap and paper towels</p> <p>Black plastic bags</p>	<p>All individuals</p> <p>GT- caretaker/site manager</p>



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		<p>Use outside area as much as possible</p> <p>Light switches and door handles top surfaces eg. radiator tops and hand rails, cleaned at lunchtime (by MS) and the end of the day</p> <p>Desks set out to allow 2m between children Box in classroom for resources that need to be cleaned at the end of the day</p>	<p>Cloths and antibacterial spray</p> <p>Cloths and antibacterial spray or milton</p>	
<b>Room</b>	<b>Max number of children and adults in this area</b>	<b>Extra precautions to be taken</b>	<b>Resources</b>	<b>Person responsible</b>
Main school corridor	1 x Bubble group and 2 adults	<p>Corridor to be used by one bubble group at a time. All other bubble groups remain in classrooms whilst corridor occupied.</p> <p>Light switches and door handles top surfaces eg. radiator tops and hand rails, cleaned at lunchtime and the end of the day</p> <p>Markers on floor to remind children of social distancing.</p> <p>Bags to be kept in personal lockers</p>	<p>Tape to mark 2 m distancing on floors</p> <p>Cloths and antibacterial spray</p> <p>Tape to mark floors</p>	<p>RD/GT to put up signage</p> <p>GT- caretaker/site manager</p> <p>RD/GT to mark out. All teachers to teach the children about this.</p>
Staff room closed	0	Area closed		-
Hall	15 children and 2 adults	<p>Handwashing facilities in the disabled toilet</p> <p>Light switches and door handles top surfaces eg. radiator tops and hand rails, cleaned at lunchtime (by HFT) and the end of the day</p>	Cloths and antibacterial spray	<p>Teachers</p> <p>All staff</p> <p>GT- caretaker/site manager</p>

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		Desks kept out over night  All PE lessons to take place outside as outside learning reduces risk of transmission of infection.  Box in classroom for resources that need to be cleaned	Cloths and antibacterial spray	
External doors	1 person	Door handles cleaned morning and afternoon	Cloths and antibacterial spray	GT- caretaker/site manager
Internal door	1 person	Door handles cleaned morning and afternoon	Cloths and antibacterial spray	GT- caretaker/site manager

Risk Assessor Rachel Dance (Head Teacher)	Signature <i>REDance</i> (signed electronically)	Date 17 <sup>th</sup> May 2020
Responsible Manager Alison Few-Brown (Health and Safety Governor)	Signature <i>A.Few-Brown</i> (signed electronically)	Date 20 <sup>th</sup> May 2020

Date Reviewed	Signature	Role

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### Action Plan for Risk Assessment

Action Plan to be completed based on the findings of the risk assessment. The following actions are to be undertaken to reduce the risk level as far as reasonably practical and to ensure that all of the standard controls and local arrangements are in place.

No	Hazard not fully controlled	Performance Status	Action required	Person Responsible	Target Date	Date of Completion
		High				
		Medium				
		Low				
1.	Jobs for shielding staff	Low	Give jobs to those working at home	RD	1 <sup>st</sup> June	
2.	Visitors by appointment only	Medium	Signage displayed outside school grounds stating this	GT- caretaker	1 <sup>st</sup> June	
3.	Signage round school	High	Staff to put up signs, arrows and demarcate corridors	All staff	1 <sup>st</sup> June	
4.	Tape floor – 2 metre distancing	High	Internal floors taped External visitors and playground (muster point) demarcated	GT- caretaker	1 <sup>st</sup> June	
5.	Share plans parents and staff	High	RD to put together letters, RA and FAQ for staff and parents – share with Governors	RD	22 <sup>nd</sup> May	
6.	Read temperatures on arrival	Medium	Buy thermal thermometer and take readings daily	SM	1 <sup>st</sup> June	
7.	Sanitising stations in all rooms	High	Ensure all areas have sanitising stations to ensure cleaning is regular	SM, KH, RD	1 <sup>st</sup> June	
8.	IBMPs for those that need it	High	Children needing social stories or IBMPs shared with staff and children	RD	1 <sup>st</sup> June	

Responsible Manager Rachel Dance	Signature <i>REDance</i> (signed electronically)	Date 17 <sup>th</sup> May
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