

Risk	Covid 19 School is following the updated guidance and information provided by Public Health England and the DfE regarding the opening of school to all year groups in September 2020. 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	Visitors Restrict all access to the building from visitors – visitors by appointment only No one to come through the front of the school unless by prior appointment – asked to wash their hands with alcohol based sanitiser. Signage displayed to halt visitors into the school Staff Staff work in class bubbles in an allocated area of the school (no more than 30) All things that staff need should be with them Only 2 people in the staff room at any one time and clean the surfaces after entry. Use staffroom to make a drink and then sit in the Learning Zone to eat lunch whilst keeping 2	All Staff Sports Coach	Daily and rigorously	

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			<p>metres away, Learning Zone and staffroom surfaces cleaned regularly</p> <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>All adults to model social distancing from the children (2meters, 1m+ if required to talk to a child)</p> <p>Stagger entry to school, exit from school, break and lunch times</p> <p>Interventions in KS1 to take place in classrooms with TA in the bubble.</p> <p>KS2 interventions to take place in the Learning Zone- all surfaces and equipment thoroughly cleaned between each intervention.</p> <p>PPA carried out by PPA teacher. PPA teacher to remain 2 metres away from children at all times where possible. When not possible 1 m +.</p> <p>Sports Coach</p> <p>Sports coach to remain 2 metres distance at all times where possible. When not possible 1 m +.</p> <p>Equipment to be cleaned between each bubble.</p> <p>In the event of rain PE sessions to be held in the hall- external doors open for ventilation.</p> <p>Children</p> <p>Children in class groups (no more than 30)</p> <p>Children put all belongings in their lockers (limit belongings to water bottles, lunchboxes and PE Kit.</p> <p>KS2 Tables organised so children are sitting next to each other but facing towards the IWB.</p>			

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			<p>KS1 tables grouped into smaller bubble groups. Children remain at this table for the duration of the day.</p> <p>BEAR CLASS: 15 children DARWIN: 15 Y1/15 Y2 (30) ADAMSON: 12 Y3/13Y4 (25) ATTENBOROUGH: 12 Y5/14 Y6 (27)</p> <p>Staggered playtime and lunchtimes Staggered entry into school Sink in each classroom for frequent and regular hand washing. Staff to teach and remind hand washing practise of 20 seconds. Posters around the sinks to remind the children. One child in the toilets at a time: BEAR CLASS: Disabled toilet DARWIN: Classroom toilet ADAMSON: Girls Toilet Block becomes unisex- boy and girl cubicle only one child in at a time. ATTENBOROUGH: Boys Toilet Block becomes unisex- boy and girl cubicle only one child in at a time. No mixing of class bubbles at anytime.</p> <p><u>Staggered start and collection at the end of the day</u> <i>Entry into school via school main gate:</i> Darwin, Adamson and Attenborough (staff member at gate, socially distance) <i>Entry via Bear Class outside learning gate:</i> Bear Class only (staff member at gate, socially distance) Follow Resilience plan in the event of a child showing symptoms of Covid 19 – isolate and send home Playground demarcated for parents, children and staff for staggered end of the day collection.</p>			

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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 Toilets cleaned every lunchtime (HT/TA) All light switches and door handles throughout the school cleaned at lunchtime (HT/TA) 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)	All staff Children		
Transmission while taking part in wrap around care provision	Staff, students, or visitors	PH SPORTS own risk assessment carried out. This will be shared with all parents who take up wrap around care	Children in same wrap around care bubble. Hands washed frequently Disabled Toilet only toilet to be used. PH Sports staff to remain 2 metres away from children at all times.	RD	By 3 rd September 2020 and ongoing	
Transmission while transporting students	Staff, students, or visitors	Hampshire Transport own risk assessment. Children facing forwards in the bus. Small bubble group.	Hampshire School Transport will follow social distancing protocols during transportation. Children will wash hands upon entering the school building. Hands sanitised with hand sanitiser when exiting the bus.	RD	By 3 rd September 2020 and ongoing	Transmission while transporting students

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
CYP Behaviour	Staff, students, or visitors	Behaviour policy in place Social distancing in place Staff/Child ratio effective and safe. Child has IBMP in place	Remind of behaviour policy Remind the children of the amendment to the behaviour policy with the elements needed for COVID-19 (i.e. social distancing, washing hands regularly) IBMP for children who need it. Individual risk assessment for each child. Signage up and around school Staff role model and explain to the children new processes Social stories to explain the new layout and bubble procedures of the school prior to the children starting.	SLT and SENCO Caretaker to tape and spray All staff to communicate	By 3 rd September 2020 and ongoing	
Staffing for emergency evacuations	Staff, students, or visitors	Small groups – emergency evacuation follow normal protocol.	Practice emergency evacuation of building adhering to social distancing 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 3 rd September 2020 Within the first week practice fire drill	
Staffing levels for first aid	Staff, students, or visitors	All staff emergency 1 st aid trained GT 1 st Aid at Work trained.	Most staff trained in emergency first aid. At least one first aid trained member of staff will be in the bubbles at all times. 2 members of staff paediatric first aid trained	SLT TW RD KH	by 3 rd September 2020	
Eating food and snacks	Staff, students, or visitors	Eat in classrooms Snacks on playground	Lunch times staggered for each class bubble. Children eat in classroom except for BEAR who will eat in the hall. Hall will be thoroughly cleaned by HC3S following	Staff in classrooms HC3S staff	Daily	

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			children eating. No mixing of bubbles will take place in the hall. Strict hand washing procedures before and after eating. Own water bottles to be used. Meals brought to classrooms on sanitised trolley.			
Head teacher becomes unwell/has to isolate for 14 days (DHT on maternity leave)	Children Staff	UPS 2 teacher to support during school hours. DDSL training up to date and able to take on DSL role. Administration officer trained and able to run the office.	Martin Lambert (HT at Wallop Primary School) has agreed to support the school in the event of the HT being ill/self-isolating for 14 days or more. CoG to Liaise with Martin Lambert during this period of time to ensure effective communication and support for the children and staff in school.	Governing body SLT HT	Emergency plan written and agreed by both FGB's by 3 rd September 2020	

Room	Max number of children and adults in this area	Extra precautions to be taken	Resources	Person responsible
Main offices	2 people	Hand washing facilities Hand sanitiser before signing in or out Reduce number of visitors - visitors by appointment only. Communication via telephone and e-mail only.	Soap, paper towels Hand sanitiser Cloths and antibacterial spray	All individuals All individuals SM and Admin Assistant GT- caretaker/site manager

		Desks, light switches and door handles cleaned at lunchtime and the end of the day		
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) Desks, light switches and door handles cleaned at lunchtime and the end of the day	Soap, paper towels Cloths and antibacterial spray	All individuals RD and Site manager
Room	Max number of children and adults in this area	Extra precautions to be taken	Resources	Person responsible
Corridors	2 people 30 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	Cloths and antibacterial spray	GT- caretaker/site manager All teachers to teach the children about this.

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Staff room (Learning Zine to eat, staffroom to prepare beverages)	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
Room	Max number of children and adults in this area	Extra precautions to be taken	Resources	Person responsible
Boy's toilet block <i>To be used by Attenborough Class</i>	1 child	Hand washing facilities Surfaces cleaned at lunchtime (by RD) and end of day boy and girls cubicle demarcated.	Soap and paper towels Cloths and antibacterial spray	All individuals GT- caretaker/site manager
Girl's toilet block <i>To be used by Adamson Class</i>	1 child	Hand washing facilities Surfaces cleaned at lunchtime (by RD) and end of day boy and girls cubicle demarcated.	Soap and paper towels Cloths and antibacterial spray	All individuals GT- caretaker/site manager
Disabled toilet toilet <i>To be used by EYFS children and wrap</i>	1 child	Hand washing facilities Surfaces cleaned at lunchtime (by RD) and end of day	Soap and paper towels	All individuals GT- caretaker/site manager

<i>around care provision.</i>			Cloths and antibacterial spray	
Darwin class toilet <i>To be used by Darwin 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 and site manager)	Cloths and antibacterial spray	All individuals GT- caretaker/site manager
Room	Max number of children and adults in this area	Extra precautions to be taken	Resources	Person responsible
Bear Class (EYFS)	15 children and 2 adults	Handwashing facilities Children to have own stationary packs. Resources can be shared (games, books) as long as they are cleaned thoroughly and quarantined for 72 hours where necessary before re-use. Use outside area as much as possible as part of free flow environment	Soap and paper towels Black plastic bags Cloths and antibacterial spray	All individuals GT- caretaker/site manager

		<p>Light switches and door handles top surfaces eg. radiator tops and hand rails, cleaned at lunchtime (by BT) and the end of the day</p> <p>All EYFS small play toys to be soaked overnight in Milton solution</p>		
<p>Darwin class (Y1/2)</p>	<p>28 children and 2 adults</p>	<p>Handwashing facilities</p> <p>Children to have own stationary packs. Resources can be shared (games, books) as long as they are cleaned thoroughly and quarantined for 72 hours where necessary before re-use.</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 KH) and the end of the day</p> <p>Children to be sat facing forward towards the IWB.</p>	<p>Soap and paper towels</p> <p>Black plastic bags</p> <p>Cloths and antibacterial spray</p>	<p>All individuals</p> <p>GT- caretaker/site manager</p>
<p>Adamson class (Y3/4)</p>	<p>25 children and up to 3 adults</p>	<p>Handwashing facilities</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>Box in classroom for resources that need to be cleaned at the end of the day</p> <p>Children to have own stationary packs.</p>	<p>Soap and paper towels</p> <p>Black plastic bags</p> <p>Cloths and antibacterial spray</p>	<p>All individuals</p> <p>GT- caretaker/site manager</p>

		Resources can be shared (games, books) as long as they are cleaned thoroughly and quarantined for 72 hours where necessary before re-use Children to be sat facing forward towards the IWB.		
Attenborough class (Y5/6)	26 children and up to 3 adults	Handwashing facilities 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 Box in classroom for resources that need to be cleaned at the end of the day Children to have own stationary packs. Resources can be shared (games, books) as long as they are cleaned thoroughly and quarantined for 72 hours where necessary before re-use Children to be sat facing forward towards the IWB.	Soap and paper towels Black plastic bags Cloths and antibacterial spray	All individuals GT- caretaker/site manager
Room	Max number of children and adults in this area	Extra precautions to be taken	Resources	Person responsible
Main school corridor	1 x Bubble group and 2 adults	Corridor used by one bubble group at a time. All other bubble groups remain in classrooms whilst corridor occupied. Light switches and door handles top surfaces eg. radiator tops and hand rails, cleaned at lunchtime and the end of the day	Cloths and antibacterial spray	RD/GT to put up signage GT- caretaker/site manager

		Bags to be kept in personal lockers		RD/GT to mark out. All teachers to teach the children about this.
Staff room	1 adult 1 child (if isolation required)	Area used as isolation room in the event of a child or member of staff displaying symptoms of COVID 19. Area cleaned at the end of lunchtime and following use for isolation.	Cloths and antibacterial spray	Teachers All staff GT- caretaker/site manager
Hall		Handwashing facilities in the disabled toilet Light switches and door handles top surfaces eg. radiator tops and hand rails, cleaned at lunchtime (by HFT)and the end of the day All PE lessons to take place outside as outside learning reduces risk of transmission of infection. Unless it rains- hall will be used but with expternal doors open for ventilations. Bear class (EYFS) will eat in the hall. Hall will be thoroughly cleaned by HC3S following children eating. No mixing of bubbles will take place in the hall. Strict hand washing procedureds before and after eating.	Cloths and antibacterial spray Cloths and antibacterial spray	Teachers All staff GT- caretaker/site manager HC3S staff
External doors	1 person	Door handles cleaned morning and afternoon	Cloths and antibacterial spray	GT- caretaker/site manager

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Internal door	1 person	Door handles cleaned morning and afternoon	Cloths and antibacterial spray	GT- caretaker/site manager
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Risk Assessor Rachel Dance (Head Teacher)	Signature <i>REDance</i> (signed electronically)	Date 10.07.20
Responsible Manager Alison Few-Brown (Health and Safety Governor)	Signature <i>A.Few-Brown</i> (signed electronically)	Date 10.07.20

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.	Emergency plan in the event of prolonged HT illness	Low	Write emergency plan Agreed by Grateley and Wallop FGB	RD	3 rd September 2020	
2.	Visitors by appointment only	Medium	Signage displayed outside school grounds stating this	GT- caretaker	3 rd September 2020	
3.	Signage round school	High	Staff to put up signs, arrows and demarcate corridors	All staff	3 rd September 2020	
4.	Tape floor – 2 metre distancing for staff and parents	High	Internal floors taped External visitors and playground (muster point) demarcated	GT- caretaker	3 rd September 2020	
5.	Share plans parents and staff	High	RD to put together letters, RA and FAQ for staff and parents – share with Governors	RD	17.07. 2020	
6.	Sanitising stations in all rooms	High	Ensure all areas have sanitising stations to ensure cleaning is regular	SM, KH, RD	3 rd September 2020	
7.	IBMPs for those that need it	High	Children needing social stories or IBMPs shared with staff and children	RD	17.07. 2020	

Responsible Manager Rachel Dance	Signature <i>REDance</i> (signed electronically)	Date 10.07.20
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