


Bishop Purglove CE Primary School – COVID-19 Primary Staged Opening Risk Assessment

Activity being assessed:	COVID-19 whole school reopening	Location(s) affected:	Whole school	
Person(s) completing assessment:	Lynne Kilford (Head Teacher)	Date original assessment completed:	20.05.20	
Date of review:	01.06.20, 03.06.20, 08.06.20, 10.06.20 then weekly	Review completed by:		

This risk assessment has been developed on best available scientific guidance and information and should be read in conjunction with the government guidance document, this document cannot be considered to cover every risk and control possible and must be reviewed and made specific by the end user.

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#effective-infection-protection-and-control>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
<i>Contracting COVID-19 from being in the school environment by contact with an infected person</i>	<i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i>	<i>Staff, pupils or visitors who have tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the recommended government period of 7 days; if the individual continues to have a raised temperature, they are required to remain away from school until a normal temperature can be maintained.</i>	<i>Whole school health and safety training 01.06.20 Re-send clear guidance to all staff and parents/carers of pupils Have a procedure in place to isolate pupils that appear</i>	<i>SLT LK SLT</i>	

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		<p><i>Staff pupils or visitors living in the same household as a person who have tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the government period of 14 days.</i></p> <p><i>Staff, pupils, and visitors exhibiting signs of COVID-19 as detailed (high temperature, a new continuous cough and loss of smell or taste) are requested to stay away from school until well and asymptomatic; any person arriving at school exhibiting symptoms will be required to return home.</i></p> <p><i>If an individual has symptoms, undertakes a COVID-19 test and this is negative, on evidence of the negative test they will be able to return to school.</i></p> <p><u>Government self-isolation guidance</u></p>	<p><i>symptomatic on site until collected –Nurture Room to be used for suspected cases</i></p> <p><i>Write up clear guidance for staff – What to do if you think you/someone in school has suspected COVID-19. Display in staffroom, Nurture Room, Office</i></p>	LK	
<p><i>Congestion or inability to adequately socially distance when accessing or leaving school grounds</i></p>	<p><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></p>	<p><i>Start and finish times staggered to reduce congestion.</i></p> <p><i>Families requested to only send one adult per family group to drop off and collect pupils to reduce potential overcrowding; only children of primary school age or under to accompany adult if it is not possible</i></p>	<p><i>Updated gate rota and whole school timetable to support social distancing</i></p> <p><i>SLT on playground to support movement of parents.</i></p>	SLT	

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		<p><i>for them to be at home with another responsible person.</i></p> <p><i>Classes/year groups given clear information about gates/times for drop off and collection.</i></p> <p><i>Line up points with social distancing measures to be put in place on playground.</i></p> <p><i>*Pupils to line up on playground supervised by their teacher, parents to be encouraged to drop off and leave as quickly as possible.</i></p> <p><i>For collection, parents to wait on playground at line up points and staff to bring out children to them for collection, once child(ren) and parent/carer reunited, parent/carer requested to leave site immediately by designated gate.</i></p> <p><i>Staff advised to arrive by designated time prior to pupil's arrival (contract dependent) and to ensure that they maintain appropriate social distancing within the car park and on pathways.</i></p> <p><i>All staff to enter and exit by the main school entrance.</i></p>	<p><i>Clear 2m markers along the driveway and new outdoor sign boards with clear instructions.</i></p> <p><i>Routines and expectations communicated to parents in advance via letter uploaded to the website and emailed to parents</i></p> <p><i>Updated Home-School Agreement with routines, all parents to sign.</i></p> <p><i>In the event of heavy rain, children at the end of the day will stand under the bus shelter instead of sitting on the field.</i></p>	SLT	
Congestion or inability to adequately socially	<i>Pupils, staff, visitors, and the general public</i>	<i>Teachers to walk their designated group into the building either directly into their classroom or via their</i>	<i>Updated start of day/end of day procedures, including</i>	SLT	

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<p><i>distance when pupils accessing or leaving school building</i></p>	<p><i>becoming infected with COVID-19:</i></p>	<p><i>designated cloakroom in a controlled manner.</i></p> <p><i>Teachers to walk their designated group in a controlled manner directly from their classroom to the playground line up points to be reunited with their parents/carers for collection at the end of the day.</i></p>	<p><i>where staff and children are to position themselves. Staff rota for the gate. Clear signs in operation. Parents are not permitted to enter through the main gate. One way system in operation along driveway</i></p> <p><i>Use of cloakrooms is not permitted apart from Reception. In the event of rain, coats will be stored on the back of individual pupil chairs. Bags stored under the desks.</i></p> <p><i>Clear markings throughout the building and playground and field.</i></p> <p><i>Updated behaviour charter for children e.g. how to line up, how to walk through the</i></p>	<p><i>All staff</i></p> <p><i>SW</i></p> <p><i>SLT</i></p>	

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			<p><i>building, what the markings mean.</i></p> <p><i>Purposeful staggered start dates to support practising of new routines.Reception, followed by Y1, followed by Y6.</i></p>	SLT	
<p><i>Ineffective personal hygiene measures</i></p>	<p><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></p>	<p><i>Robust handwashing promoted.</i></p> <p><i>Staff and pupils are requested to wash hands prior to leaving home in the morning.</i></p> <p><i>All staff and pupils must wash their hands for a minimum of 20 seconds with liquid soap and warm water on arrival at school, following use of toilet facilities, before eating and after a bout of coughing/sneezing or following outside play.</i></p> <p><i>Staff and pupils encouraged to follow the Catch it, Kill it, Bin it protocol – disposable tissues or toilet tissue is available in classrooms and staff areas and to be immediately placed in a bin or flushed down a toilet following use – used tissues must not be left on desks or other surfaces.</i></p> <p><i>Posters are displayed by sinks to show how to effectively wash hands.</i></p>	<p><i>Re-visit good hygiene with all children. Discrete teaching sessions and daily reminders.</i></p> <p><i>Temporarily suspend uniform policy. Staff and children to wear clean clothes daily. Relaxed, but appropriate, attire: clothing that can be easily washed/dried.</i></p> <p><i>Rota for toilet breaks. Allocated ‘bubble’ staff member for incidental toileting. All children are supervised in the toilets.</i></p> <p><i>Ensure sufficient</i></p>	<p><i>Teachers</i></p> <p><i>All</i></p> <p><i>SLT</i></p> <p><i>SW</i></p>	

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		<p><i>Catch it, Kill it, Bin it posters displayed around the school.</i></p> <p><i>Hand sanitiser available for staff who are unable to leave classrooms whilst supervising pupils.</i></p> <p><i>Hand sanitiser is available but should only be used whereby handwashing is not accessible rather than a general alternative to handwashing.</i></p>	<p><i>disposable tissues are available in school.</i></p> <p><i>Display handwashing posters by all sinks</i></p> <p><i>Display Catch it Kill it Bin it Posters around school</i></p> <p><i>Ensure sufficient hand sanitiser is available. All staff to be provided with pocket sized hand sanitizer bottle.</i></p> <p><i>Dispensers in centralized areas.</i></p>	<p>SW</p> <p>SW</p> <p>SW</p> <p>SW</p>	
<p><i>Possible contamination in reception areas and office</i></p>	<p><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></p>	<p><i>Parents are not currently allowed into reception area without an appointment.</i></p> <p><i>Parents/carers advised to contact school by phone if they need to speak to a teacher or member of SLT and meetings will be arranged and accommodated either outside or in a planned manner within the building.</i></p> <p><i>Staff to pass through reception one at a time (unless residing in same house).</i></p> <p><i>Due to office size, layout and limited space, non-office-based staff are not</i></p>	<p><i>Main internal school door must remain closed.</i></p> <p><i>Office door to be kept open. Staff must knock prior to entering. SW + 1 staff member only. No children. Staff must disinfect after using telephone/photocopier.</i></p> <p><i>No staff to use any of office stationary.</i></p>	<p><i>All staff</i></p> <p><i>All staff</i></p> <p><i>SW</i></p>	

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		<p><i>to enter the office area, requests to be made from the doorway.</i></p> <p><i>Office staff to work at their designated desks to avoid shared equipment and to be responsible for regular cleaning of IT and phone equipment using antibacterial cleaning materials.</i></p>	<p><i>HT office has adequate space for a meeting (maximum of 2). Meetings over 2 people will need to take place in the hall).</i></p> <p><i>Everybody in school has their own designated work station. Part-time staff are responsible for cleaning prior/after hand-overs.</i></p> <p><i>PPA/online learning - Friday</i></p>	<p><i>LK</i></p> <p><i>All staff</i></p> <p><i>All staff</i></p>	
<p><i>Possible contamination within classroom/teaching and learning spaces</i></p>	<p><i>Pupils, staff, visitors, and the general public becoming infected with</i></p>	<p><i>Classes to use different external doors. Classrooms and learning spaces to be assessed to determine the maximum number of pupils that can be accommodated to enable adequate</i></p>	<p><i>Create a list of rooms with maximum occupancy levels</i></p> <p><i>Staff to use own mugs.</i></p>	<p><i>SLT</i></p> <p><i>All staff</i></p>	

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	COVID-19:	<p><i>social distancing.</i></p> <p><i>Outdoor learning to be considered and undertaken maintaining social distancing.</i></p> <p><i>Desks and chairs positioned at suitable distances apart or marked as not to be used.</i></p> <p><i>Pupils to be given their own designated desk to minimise any potential cross contamination (they could design and create their own name tag)</i></p> <p><i>Soft furnishing such as mats/beanbags and cushions removed from all classroom and learning areas.</i></p> <p><i>Soft toys removed from all classroom and learning areas.</i></p> <p><i>Pupils will have named pupil pack with pens, pencils, ruler, and any other essential equipment to learning.</i></p> <p><i>Use of communal equipment will be avoided where possible, any shared equipment and toys being used will be cleanable and disinfected prior and after use.</i></p> <p><i>Resources available will be limited to what is essential for use of a daily basis and planned in advance.</i></p>	<p><i>All cutlery/crockery needs to be washed with washing up liquid and water.</i></p> <p><i>Daily disposable cups for all children if they haven't brought their own bottle. Water bottles to stay on children's own desks..</i></p> <p><i>Home Reading books given out to children on site every Monday. Books are returned on the Thursday and remain in individual classroom boxes over the weekend.</i></p> <p><i>Children are not permitted to bring in items from home. If a child is distressed before coming into school, parents can settle at the gate. In extreme separation anxiety,</i></p>	<p><i>Teachers/TAs</i></p> <p><i>Teachers/TAs</i></p> <p><i>All staff</i></p>	

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		<p><i>Computer keyboard/mouse, touch screens/interactive whiteboards only to be used by lead teacher/staff member in the classroom.</i></p> <p><i>Weather permitting windows to be opened to provide fresh air to be circulated within classroom and learning areas.</i></p> <p><i>Light switches, windows, and blinds only to be operated by lead teacher/staff member in the classroom.</i></p>	<p><i>consider reduced timetable.</i></p> <p><i>Only toilet cubicles to be used.</i></p> <p><i>Deep Clean of resources daily 2:30pm-3:30pm (rota in place). Spray disinfectants, anti-bac wipes,</i></p> <p><i>Social distancing charter created for and with the children – including how many children playing with resource. Include instructions how to line up, physical contact use of toilet, moving around the classroom etc).</i></p> <p><i>Charter re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence!</i></p>	<p><i>LK</i></p> <p><i>TAs</i></p> <p><i>Children & teacher create</i></p> <p><i>All staff</i></p>	
<i>Possible</i>	<i>Pupils, staff,</i>	<i>Staff to only access toilet areas one at</i>	<i>Designated rota for</i>	<i>Class</i>	

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contamination from use of toilet/welfare facilities	visitors, and the general public becoming infected with COVID-19:	<p>a time, red and green card system on outside door to show whether occupied or not.</p> <p>Pupil classes will have set toilets designated for their use.</p> <p>Pupils will be monitored in their use of toilets to maintain social distancing – younger pupils will be supervised to toilet areas; Yr. 6 pupils will be remotely supervised to ensure groups of pupils do not access toilets at the same time.</p> <p>Staff and pupils must wash hands thoroughly before (in classrooms) after using toilet facilities (see handwashing).</p> <p>Sufficient liquid soap will be available at all times in all toilets, this will be checked daily by cleaners and will be topped up in between if required.</p> <p>Only liquid soap is permitted in school. Hand drying will be by air hand drier or disposable towels only, hand towels have been removed.</p> <p>Bins in toilets will be emptied daily and this will be reviewed with emptying increased more frequently if required.</p>	<p>toilet breaks in operation</p> <p>Hand washing to be done on entry/exit of the classroom</p> <p>Ensure that there are sufficient stocks of soap available</p>	<p>teachers</p> <p>All staff</p> <p>SW</p>	
Possible	Pupils, staff,	Break times staggered with staff and	Playtime and lunchtime	SLT	

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<p>contamination from inadequate social distancing or cross contamination of equipment at Break times or during external learning activities</p>	<p>visitors, and the general public becoming infected with COVID-19:</p>	<p>pupils allocated specific break times and areas to be accessed. Fixed external play equipment to be taken out of use, Only hard equipment that can be sanitised prior and after use to be available to pupils Activities considered to promote social distancing during break periods. Staffing ratios assessed and determined – see plan If pupils are eating, hands to be washed (<i>see handwashing</i>). After external activities – staff and pupils to wash hands (<i>see handwashing</i>).</p>	<p>rota in operation. Markers on playground Deep Clean of resources daily 2:30pm-3:30pm (rota in place). Spray disinfectants, , anti-bac wipes, dishwasher TA's lead to plan and resource outdoor classroom play box. Set up daily refresher activities e.g. skipping ropes, – high engagement to minimise feeling bored! Reduced playtime equipment – hard surfaces and can be easily cleaned. Climbing frames, water play, malleable not permitted. Games discussed which encourage social distancing e.g hoola</p>	<p>SW SLT, TAs TA's Teaching staff Teaching staff</p>	

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			<p><i>hooping, hurdles.</i></p> <p><i>Staff supervision throughout – actively encouraging and insisting on social distancing</i></p>	<p><i>Teaching staff</i></p>	
<p><i>Possible contamination from inadequate social distancing or cross contamination of equipment</i></p>	<p><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></p>	<p><i>Lunch times staggered with staff and pupils allocated specific lunch times and areas to be accessed.</i></p> <p><i>Areas used for eating to be set up to maintain social distancing eating (SFAIRP)</i></p> <p><i>If the same tables are being used by different pupils over lunchtime these will be cleaned with disposable tissue and anti-bacterial hard surface cleaner in between sittings.</i></p> <p><i>Pupils to wait in lunch areas until all of “class group” finished before going either out to their designated play areas or back to classroom</i></p> <p><i>Fixed external play equipment to be taken out of use,</i></p> <p><i>Only hard equipment that can be sanitised prior and after use to be available to pupils</i></p>	<p><i>playtime rota with teaching staff.</i></p> <p><i>Reduced lunchtime (15 minutes with earlier end day finish)</i></p> <p><i>Children to eat in classrooms. TAs to clean down after eating.</i></p> <p><i>.</i></p> <p><i>Fixed playground equipment not to be used. Climbing frame taped off.</i></p>	<p><i>SLT</i></p> <p><i>TAs</i></p> <p><i>Steve W</i></p>	

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		<i>Supervised hand washing of pupils prior to lunch (see handwashing).</i>			
<i>Possible contamination from inadequate social distancing in other communal gatherings - assembly</i>	<i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i>	<i>If assemblies take place adequate social distancing measures will be adhered to in the hall with classes brought in separately and seated under the supervision of their teacher/lead staff member. Classes to be dismissed one at a time and led back to classrooms by teacher/lead staff member. If there are a large number of pupils in school, assemblies will be split to ensure social distancing can be met (SFAIRP).</i>	<i>Daily Class Collective Worship.</i> <i>Investment in KS2 playground to improve outdoor communal spaces e.g large reading spaces</i>	<i>Teachers</i> <i>SLT/PTA?</i>	
<i>Insufficient access to first aid</i>	<i>Pupils, staff, visitors, and the general public may sustain greater injury through inadequate support and treatment</i>	<i>Sufficient first aid provisions are in place in line with the schools first aid risk assessment.</i>	<i>Review first aid risk assessment – with reception, and yr. 1 pupils in school their must be as an absolute minimum an emergency paediatric trained member of staff on site</i>	<i>LK</i>	
<i>Possible contamination by close contact when</i>	<i>Pupils, staff, visitors, and the general public becoming</i>	<i>Disposable gloves are universally recommended to be worn when providing first aid and this should be</i>	<i>First Aid to be given in classrooms or outside.</i>	<i>TAs</i>	

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<i>providing first aid or care to pupils</i>	infected with COVID-19:	<i>adhered to. Where it is considered necessary due to the close proximity of care required, disposable fluid resistant surgical face masks and disposable aprons are available and should be worn by staff delivering first aid or providing care.</i>	<i>Replenish First Aid bum bags & all first aid kits to include PPE to support with outside first aid incidents.</i>	SW	
<i>Possible contamination from a symptomatic person on site</i>	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<i>Symptomatic person should not be on site – see first section. Should a staff member arrive at school or become symptomatic whilst at school they will be required to leave site immediately, if they need collecting, they will sit in a dedicated room, isolated. Should a pupil become symptomatic whilst at school they will be isolated in a room supervised by a staff member who will be required to wear a fluid resistant surgical face mask, disposable gloves and apron for the duration of the supervision, parent/carer will be contacted and required to collect pupil asap. Staff member supervising will then remove all PPE and dispose on into a plastic bag for immediate disposal outside and will wash hands</i>	<i>Nurture Room is dedicated COVID-19 medical room. COVID-19 guidelines to explain what to do in the event of suspected COVID-19</i>	LK BT	

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		<p>corridor doors will be held open to avoid handle contamination.</p> <p>Fire doors to be closed when pupils leave site.</p>	<p>All internal doors to be open throughout the day. To be closed at the end of day by caretaker.</p>	<p>Teachers</p> <p>Caretaker</p>	
<p>Possible contamination from inadequate social distancing/equipment contamination in staff areas i.e. staffroom, staff offices, PPA rooms etc.</p>	<p>Pupils, staff, visitors, and the general public becoming infected with COVID-19</p>	<p>Social distancing measures of 2 meters (SFAIRP) must be observed at all times.</p> <p>Staff not to enter specific offices without invite/prior planning.</p> <p>Within staffroom chairs to be positioned/moves to promote social distancing.</p> <p>Staff to wash hands prior on entering staff room before preparing and food or making drinks.</p> <p>Hand sanitiser to be available in staff room and used before touching any communal equipment such as kettle, fridge cupboards dishwasher.</p> <p>Where shared computers are used for PPA, desk, computer, keyboard, and mouse to be cleaned using antibacterial cleaning materials prior to use.</p> <p>Windows to be opened to enable circulation of fresh air when occupied, windows to be opened/closed using disposable tissue.</p>		<p>All staff</p>	
<p>Insufficient or</p>	<p>Pupils, staff,</p>	<p>Cleaners should continue to wear</p>	<p>DDAT minimum</p>	<p>SW, Steve W,</p>	

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<i>ineffective cleaning</i>	<i>visitors, and the general public becoming infected with COVID-19</i>	<p><i>clothing and PPE as determined by their existing risk assessments.</i></p> <p><i>Standard cleaning regimes have been adapted and updated to ensure all areas being used are cleaned daily with all hard surfaces disinfected with suitable antibacterial cleaning products (where appropriate, disposable cloths/tissue to be used for hard surfaces such as desks, bookcases etc)</i></p> <p><i>in addition to standard cleaning regimes.</i></p> <p><i>Toilet and washroom areas, food preparation areas and staffrooms are cleaned daily.</i></p> <p><i>Staff are expected to maintain the staffroom clean and tidy during the day, clearing up after themselves and wiping surfaces with antibacterial spray and disposable tissue as they go along.</i></p> <p><i>Areas not in use are closed and locked off so cleaning can be concentrated where required.</i></p> <p><i>Where non disposable cloths/mops are used, cross contamination must be carefully considered, and these must be disinfected daily after use.</i></p>	<p><i>cleaning standards shared with Cleaning staff</i></p> <p><i>DCC risk assessment for caretaking & cleaning</i></p>	<i>JF,SG</i>	

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		<p><i>Additional cleaning of touch points is taking place daily (all door handles, light switches, and handrails). All internal bins (pedal bins) will be emptied daily to external bins. In the event of a confirmed or suspected COVID-19 case in the school, government guidelines of additional cleaning will be followed.</i></p>			
<p><i>Ineffective management of potentially contaminated waste</i></p>	<p><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19</i></p>	<p><i>Standard waste will continue to be managed in line with existing arrangements. Any waste that is considered to be potentially infected/contaminated will be double bagged before placing immediately in the external bins; this will include any used PPE and any used tissues by persons who are unwell and awaiting collection.</i></p>		<p><i>SW Cleaning staff</i></p>	
<p><i>Social distancing on school transport services</i></p>	<p><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19</i></p>	<p><i>If any schools manage their own school transport -please get in touch or insert your control measures here.</i></p>	<p><i>N/A</i></p>	<p><i>N/A</i></p>	<p><i>N/A</i></p>
<p><i>Ineffective safeguarding measures</i></p>	<p><i>Pupils may be more vulnerable during times of uncertainty, stress, or</i></p>	<p><i>School has robust safeguarding measures in place with a Designated Safeguarding Lead who is available. All staff have had safeguarding</i></p>	<p><i>Update COVID-19 safeguarding addendum</i></p> <p><i>Whole staff refresher</i></p>	<p><i>Bt</i></p> <p><i>BT</i></p>	

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	<i>financial strain</i>	training. Staff have been reminded of the importance to look out and not changes to “normal” behaviours of pupils and report any concerns immediately	safeguarding training (01.06.20)		
Stress and anxiety of staff due to uncertainty, changes to working arrangements, changes to home arrangements and concern about contracting COVID-19	Staff may experience higher levels of stress and anxiety Potential increase in incidents of Domestic violence	School have stress and wellbeing procedures in place with staff able to access resources to gain support both via school and externally. Mental health and wellbeing information has been shared with staff. SLT regularly checking on staff and have an open door to discuss concerns. SLT reassuring staff and communicating thoroughly and opening all measures, controls, and arrangements in place to maintain safety (SFAIRP).	Review procedures and support available to staff Display Mental Health information from DCC	SLT, SW	
Signature of Senior Leadership Team: <i>L. Kilford, B. Twelves, A. Mallender</i>			Date: 24.05.20		
Date review required: 01.06.2020	Date review required:	Date review required:	Date review required:		