



# Kea Community Primary School

## **Covid -19 Risk assessment and action plan for partial re -opening June 2020**

**Prepared by Katherine Hunkin and School Governors**

**Shared with Staff and Governors**

### **Introduction**

We have consulted the following government guidance in the preparation of this risk assessment and action plan:

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/government/publications/overview-of-scientific-information-on-coronavirus-covid-19>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

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

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

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

**Implementing social distancing with young children is not possible and therefore the government are referring to a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:**

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces often using standard products
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

**Risk assessment and action plan. This is a dynamic risk assessment and working document which will be updated as necessary.**

			<b>Risk Rating:</b> Below 9 - Low Risk 9 to 14 - Medium Risk
<b>What are the Hazards?</b>	<b>What is already being done?</b>	<b>Is this considered satisfactory?</b>	<b>Risk Findings</b>
Premises not checked to ensure it is safe to re-open.	<ul style="list-style-type: none"> <li>Teaching staff to return to school 3 days prior to pupils (apart from key workers' children who will be working in the hall those days). This will enable staff to get rooms ready, move equipment/furniture where necessary and ensure that everything is ready.</li> <li>Interserve carrying out regular premises checks and cleaning.</li> <li>Interserve to ensure that all compliance testing is up to date</li> </ul>	Yes	Severity:3 Likelihood:2 <b>Risk Rating:6</b>
Environment to be prepared prior to children returning. to be made suitable for use during Covid-19 pandemic	<ul style="list-style-type: none"> <li>Desks and chairs to be spaced to enable max 15 pupils to work</li> <li>Children to have own designated working space, own tray, own resources, own books.</li> <li>Book areas to be made out of bounds – individual boxes of books for each classroom – not to be shared with another group after use for 72 hours. Books to remain in school</li> <li>Other resources to be removed</li> <li>All classrooms to have a stock of tissues, cleaning materials and gloves/facemask for case of having to deal with intimate care or isolating pupil with symptoms of Covid-19 and a pedal bin for the disposal of tissues</li> <li>Signage for staff, pupils and parents</li> <li>Zoom meeting to brief all staff</li> </ul>	Yes	
Lack of up-to-date information for Staff	<ul style="list-style-type: none"> <li>Regular e-mails to all staff from KH</li> <li>Weekly staff meetings via Zoom - with opportunities for questions</li> <li>Meeting notes to be shared</li> <li>Opportunities for teaching staff to meet (Zoom) in year group planning teams</li> <li>Risk assessment and key government guidance/advice to be summarised and shared.</li> <li>Staff to sign (or e-mail sign) risk assessments.</li> <li>Posters displaying infection control and first aid guidance to be displayed in each room – including no jewellery etc.</li> </ul>	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Lack of up-to-date information for	<ul style="list-style-type: none"> <li>Information letters to be sent regularly to all parents (e-mailed and on website).</li> <li>Where possible, information to be succinct and clear (with links to government guidance where appropriate).</li> </ul>	Yes	Severity:3 Likelihood:2 <b>Risk Rating:6</b>

pupils and parents/guardians	<ul style="list-style-type: none"> <li>Specific H&amp;S information, specifically related to COVID-19 and government recommendations to be shared with parents of all pupils returning to school.</li> </ul>		
Failure to maintain supervision levels if staffing levels drop.	<ul style="list-style-type: none"> <li>Timetable for pupil groups to be tightly linked to availability of staff.</li> <li>Staff levels to be checked daily.</li> <li>If for any reason staff levels became too low, certain pupil groups would not be able to be in school on that particular day. Parents to be notified of this prior to pupils returning to school.</li> <li>In the case of a staff member being ill resulting in a group not being able to attend school on a particular day, parents would be e-mailed and texted at the earliest possible opportunity.</li> </ul>	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Staff who are identified as clinically vulnerable coming into contact with Coronavirus	<ul style="list-style-type: none"> <li>All staff who are identified as clinically vulnerable will not be placed on main timetable for working with pupils.</li> <li>They will either be supported to work at home or will be permitted to come into school to carry out work in areas where there are no children.</li> </ul>	Yes	Severity:4 Likelihood:1 <b>Risk Rating:4</b>
Pupils who are identified as shielded or clinically vulnerable coming into contact with Coronavirus	<ul style="list-style-type: none"> <li>The school is in close contact with parents of children who are clinically vulnerable or shielded.</li> <li>Each is assessed on a case by case basis - and parents have been advised to seek medical guidance from their doctor where they have any queries.</li> <li>Currently none of these pupils have opted to come into school.</li> <li>School work will be provided for these children.</li> </ul>	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Staff or pupils who live with someone who is identified as shielded or clinically vulnerable to Coronavirus attending site.	<ul style="list-style-type: none"> <li>Children, or staff living with someone who is clinically vulnerable (but not clinically extremely vulnerable, (including those who are pregnant can attend.</li> <li>If a child or staff member lives in a household with someone who is extremely clinically vulnerable, it is advised they only attend if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow these instructions. This may not be possible for the very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, the school does not expect those individuals to attend. They will be support to learn or work at home.</li> <li>Assessed on a case by case basis.</li> <li>Staff have been asked to seek advice from their doctor.</li> <li>Government advice is followed.</li> </ul>	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>

Member of staff displaying symptoms of Coronavirus	<ul style="list-style-type: none"> <li>• Staff to be reminded regularly (and a notice to be displayed in the staffroom) of the requirement to immediately isolate if displaying symptoms - and advised to get tested.</li> <li>• Most up to date government advice to be followed through phoning 111- if necessary all pupils/adults within that pupil group to self isolate for next 14 days.</li> <li>• Area/s last used by that staff member to be thoroughly cleaned.</li> </ul>	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Student displaying symptoms of Coronavirus	<ul style="list-style-type: none"> <li>• Immediate isolation of affected pupil</li> <li>• Meeting room to be set aside for affected student - and thoroughly cleaned after use.</li> <li>• If dry and warm weather, pupil to sit outside (rather than in the meeting room) until their parent arrives.</li> <li>• Staff providing support to be provided with PP (fluid repellent face mask, apron and gloves)</li> <li>• Most up to date government advice to be followed through phoning 111- if necessary all pupils/adults within that pupil group to self isolate for next 14 days.</li> <li>• Any rooms used by that pupil to be thoroughly cleaned.</li> <li>• If they have been using the ICT suite, that room to be cleaned, and the PC they have been using to be sealed off for at least 72 hours.</li> </ul>	Yes	Severity:4 Likelihood:1 <b>Risk Rating:4</b>
Vulnerable children and families	<ul style="list-style-type: none"> <li>• Continue to support families who are either attending less than usual or not at all in the same way we have been – weekly phone calls; signposting etc.</li> <li>• Weekly SEN (EHCP) to Cornwall Council</li> <li>• All staff to be reminded how to contact MARU – signs in all classrooms</li> </ul>	Yes	
Staff wellbeing	<ul style="list-style-type: none"> <li>• Ensure staff have reassurance as much as is possible and a clear method of raising concerns.</li> <li>• All staff to have adequate time for breaks/lunchtimes.</li> <li>• Teaching staff to have adequate time for planning and preparation. Y1 and 6 teachers to have at least 3 afternoons of non contact time in the first instance. Y2, 3, 4 and 5 teachers to have at least 4 afternoons of non contact time. (YF teacher not in school currently)</li> <li>• Signpost to relevant external agencies such as <a href="https://www.educationsupport.org.uk/">https://www.educationsupport.org.uk/</a> <a href="https://www.silvercloudhealth.com/uk">https://www.silvercloudhealth.com/uk</a></li> <li>• Ensure clear lines of communication to request support.</li> <li>• Ensure staff shielding/at home are kept up to date so they feel part of the team and identify work that they can do to contribute.</li> <li>• Governors to continue monitoring the wellbeing of staff</li> </ul>	Yes	

Pupil and family wellbeing	<ul style="list-style-type: none"> <li>• Support booklet (produced by Twinkl) to be shared with families by e-mail prior to children returning. Also to be shared in school.</li> <li>• Careful monitoring of pupils in school. Strategies such as PSHE, yoga, breathing to be embedded into weekly curriculum. Therapeutic input for first few weeks – if necessary to a higher degree than academic focus.</li> <li>• Close liaising with parents of children who display signs of anxiety / stress. Referrals to Family Support, school nurse if necessary.</li> <li>• Signposting to Penhaligon's Friends to families who have suffered a bereavement during this time.</li> </ul>	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Social distancing not observed in staff areas	<ul style="list-style-type: none"> <li>• Staff not to socialise in the staff room.</li> <li>• Staffroom only to be used for preparing food/drinks and for photocopying work.</li> <li>• Staff members to choose a cup and only use that cup throughout the day. Cups to be placed in dishwasher (not left in the sink) for washing.</li> <li>• Staggered breaks and lunches to minimise people wanting drinks/food at one time.</li> <li>• Staff reminded to socially distance from each other at all times.</li> <li>• Other areas – balcony, classrooms where their group is located, outside spaces to be used by staff for lunch/breaks.</li> <li>• Staff meetings/briefings to be held via Zoom and small group meetings to be held in the hall or a classroom - socially distanced.</li> </ul>	Yes	Severity:3 Likelihood:2 <b>Risk Rating:6</b>
Social distancing not maintained during home-to-school transport if transport is boarded directly from school premises?	<ul style="list-style-type: none"> <li>• Where possible children to walk or cycle to school.</li> <li>• Year 6 pupils to be dropped off by parents - parents not to come into school.</li> <li>• Those walking to school to be reminded (through letter to their parents) about social distancing.</li> <li>• Parents advised not to offer lifts to other children.</li> <li>• Parents reminded (by letter) to observe social distances in the car park and when walking along the road to the school.</li> </ul>	Yes	Severity:3 Likelihood:2 <b>Risk Rating:6</b>
Social distancing not maintained at school gate or drop-off/pick-up point	<ul style="list-style-type: none"> <li>• Supervision at drop off/pick up point to be determined by numbers of pupils</li> <li>• In first instance, the only pupils getting out at the drop off point will be Y6.</li> <li>• Possibility of pupils being dropped outside school office/nearer disabled parking bays to enable shorter walk through to Victorian building -therefore better opportunities to maintain social distances.</li> <li>• Signs to be displayed reminding people about social distancing.</li> </ul>	Yes	Severity:3 Likelihood:2 <b>Risk Rating:6</b>

Social distancing not maintained by pupils before school starts	<ul style="list-style-type: none"> <li>• Parents instructed not to allow pupils to attend before their group start time.</li> <li>• Pupils to walk straight to their classroom door and go straight inside.</li> <li>• No playing on the playground before school.</li> <li>• One way system for walking round the school.</li> <li>• YF, 1 and 6 pupils to enter the school through the closest door to the classroom they'll be working in. Parents and pupils to be given clear information about which classroom and door they will be using.</li> <li>• YF and 1 pupils to work in YF, 1 and 2 rooms. Y6 to work in Y5 and 6 classrooms.</li> <li>• Children of key workers and vulnerable children in Y2, 3, 4 and 5 to work in Y3 room. If more than 15 pupils on any particular day, a group of those pupils to work in Y3 or the ICT suite. Individual PCs to be allocated to key worker's pupils which they use every time they're in that room – ensuring clear social distancing.</li> </ul>	Yes	Severity:3 Likelihood:2 <b>Risk Rating:6</b>
Social distancing not maintained in school corridors	<ul style="list-style-type: none"> <li>• Staggered start/finish times of school day.</li> <li>• Staggered break/lunches.</li> <li>• Main corridor – keep to the left (up the steps, down the slope).</li> <li>• Where possible, children to enter/leave the building via their classroom doors.</li> <li>• For instances where it is not possible to avoid passing in a corridor, children/adults will be briefed to turn their heads away</li> </ul>	Yes	Severity:3 Likelihood:2 <b>Risk Rating:6</b>
Social distancing not maintained in classrooms	<ul style="list-style-type: none"> <li>• Class sizes reduced to a maximum of 15.</li> <li>• Tables and chairs to be spread out to maximise opportunities for social distancing.</li> <li>• The government has stated that primary school children cannot be expected to remain 2m apart.</li> <li>• In addition to smaller groups and staggered start/end/break/lunchtimes, the following measures will be put in place: <ul style="list-style-type: none"> <li>• avoiding contact with anyone with symptoms</li> <li>• frequent hand cleaning and good respiratory hygiene practices (cough/sneeze into tissues) Used tissues to be placed in a pedal bin (with closed top)</li> <li>• regular cleaning of classroom/toilet areas/door throughout the day</li> <li>• box or tissues and a cleaning kit (cloths and spray) to be stored in each classroom</li> <li>• handles and rails minimising contact and mixing</li> <li>• Windows to be kept open to maintain good ventilation. For the wider security of the school, doors to the outside should not be left open unless an adult is in the immediate outside area (e.g. balcony)</li> </ul> </li> </ul>		Severity:3 Likelihood:2 <b>Risk Rating:6</b>

	<ul style="list-style-type: none"> <li>Children to be reminded to avoid touching their faces and putting their fingers in their mouths</li> <li>Only key worker's children in the suite. Individual PCs to be allocated to pupils which they use every time they're in that room – ensuring clear social distancing.</li> </ul>		
Social distancing not maintained during break-times and lunchtimes	<ul style="list-style-type: none"> <li>Break and lunchtimes to be taken in class groups to minimise mixing of pupils.</li> <li>Close supervision of pupils.</li> <li>Designated play areas for each class / rota basis.</li> </ul>	Yes	Severity:3 Likelihood:2 <b>Risk Rating:6</b>
Social distancing not maintained during meals	<ul style="list-style-type: none"> <li>Staggered lunchtimes.</li> <li>In most instances children will eat their lunch in their classroom.</li> <li>On any occasion when pupils need to eat in the hall, fewer chairs will be placed at each table – 2 chairs per table</li> <li>Year 6 pupils to eat in outside or in their classroom</li> </ul>	Yes	Severity:3 Likelihood:2 <b>Risk Rating:6</b>
Social distancing not maintained during physical activities (PE etc)	<ul style="list-style-type: none"> <li>No activities that require contact of proximity.</li> <li>Each group of children to have their own set of equipment.</li> <li>Where this is not possible, equipment to be cleaned after use.</li> </ul>	Yes	Severity:3 Likelihood:2 <b>Risk Rating:6</b>
Moving and handling of furniture to facilitate social distancing	<ul style="list-style-type: none"> <li>Teachers to plan and list the furniture for moving. Interserve staff to move the furniture during half term.</li> </ul>	Yes	Severity:2 Likelihood:2 <b>Risk Rating:4</b>
Storage of furniture or equipment removed from classrooms workspaces and other areas.	<ul style="list-style-type: none"> <li>Spare furniture to be store safely - some in the music room and some in sheds.</li> </ul>	Yes	Severity:2 Likelihood:2 <b>Risk Rating:4</b>
Lack of hand-washing facilities.	<ul style="list-style-type: none"> <li>Hand washing facilities in each toilet area and in each classroom.</li> <li>Most hand washing (whenever they come into the classroom and before lunch) to take place in the classroom.</li> <li>Children to line up - soap to be squirted on their hands for thorough washing (20 seconds) until they get to the front of the line by the sink to rinse off their hands.</li> <li>Hands to be dried with paper towels.</li> </ul>	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Over-use or mis-use of hand sanitiser	<ul style="list-style-type: none"> <li>Hand sanitiser only to be used where hand washing is not possible.</li> <li>Hand sanitiser dispensers to be kept in main school reception,</li> </ul>	Yes	Severity:3 Likelihood:1 <b>Risk Rating:3</b>

	<ul style="list-style-type: none"> <li>office areas, staff room - for use after using the photocopier. Hand sanitiser not to be left out in easy reach of young children.</li> </ul>		
Staff and pupils not washing hands frequently	<ul style="list-style-type: none"> <li>Pupils to be instructed to wash their hands whenever they come into the classroom, at the end of each lesson, before eating food and after going to the toilet.</li> </ul>	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Cross-contamination from used tissues etc.	<ul style="list-style-type: none"> <li>Bins with bin liners in each classroom. Bins to be emptied daily - and more frequently if full.</li> <li>All class staff to monitor the bin and arrange for it to be emptied if necessary. Pupils to be reminded regularly about putting tissues in the bin.</li> </ul>	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Disposal of potentially contaminated waste.	<ul style="list-style-type: none"> <li>Bin liners to be double bagged and stored for disposal.</li> <li>Double bagged tissue bags and other waste to be disposed of securely by cleaners in outdoor skips</li> <li>Yellow bags of clinical waste to be disposed of by Interserve.</li> </ul>	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Cross-contamination from sharing equipment	<ul style="list-style-type: none"> <li>Surfaces, door handles/rails to be cleaned regularly – by teaching staff. Kit to be made available in each classroom (cleaning spray, disposable cloths and wipes)</li> <li>Equipment sharing to be discouraged as much as possible.</li> <li>Books / book areas to be sealed off as guidance suggests that books can't be kept clean. Reading books not to be changed.</li> <li>Each classroom to have its own selection of equipment - e.g. maths equipment, playtime equipment (balls, hoops etc).</li> <li>Equipment/toys used by younger children to be on a rota basis within each classroom - e.g. Lego on Monday, mobilo on Tuesday etc. to allow at least 72 hours between each usage.</li> <li>Each classroom to be provided with sanitising wipes to clean equipment between usage.</li> <li>ICT suite only to be used by key worker's group. Each child to be allocated their own computer.</li> <li>Adventure playground to be used only by key worker's group.</li> <li>Classrooms and all shared areas to be thoroughly cleaned by cleaners after pupils have left each day. School staff to ensure that all surfaces are clear and tidy to enable effective cleaning.</li> </ul>	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Cross-contamination from sharing	<ul style="list-style-type: none"> <li>Pupils to be discouraged from bringing in equipment/school bags etc, unless absolutely necessary</li> <li>No PE kit to be brought in – physical activities to be carried out in ordinary clothes</li> </ul>	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>



personal possessions (water bottles, toys, etc.)	<ul style="list-style-type: none"> <li>Pupils to bring their own full water bottles. Pupils to be reminded to take home and wash their bottles each day.</li> <li>Cups to be provided for those who forget their bottle.</li> <li>Sharing of other personal possessions not permitted.</li> </ul>		
Cross-contamination from contact with frequently touched surfaces (door handles, hand-rails, tables, etc)	<ul style="list-style-type: none"> <li>Frequently touched surfaces to be cleaned twice a day. Morning class staff to clean surfaces, chair backs, rails/door handles etc.</li> </ul>	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Cross-contamination from use of welfare facilities, toilets, sinks, water fountains etc.	<ul style="list-style-type: none"> <li>Water fountains not be used – all to be sealed off with plastic bags to avoid accidental use</li> <li>Water bottles to be filled up from sinks only.</li> <li>Sinks and toilet areas to be cleaned twice a day. [Interserve?]</li> </ul>	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Cross-contamination from food served on premises	<ul style="list-style-type: none"> <li>Catering provided by Autograph - Interserve. All H&amp;S regulations are in place.</li> <li>No cooking lessons to be carried out by pupils.</li> </ul>	Yes	Severity:4 Likelihood:1 <b>Risk Rating:4</b>
Lack of appropriate cleaning materials and personal protective equipment for cleaning and catering staff	<ul style="list-style-type: none"> <li>Cleaning staff to be provided with disposable apron and gloves.</li> </ul>	Yes	Severity:4 Likelihood:1 <b>Risk Rating:4</b>
Visitors to the school site.	<ul style="list-style-type: none"> <li>Only essential visitors will be permitted. Visitors will be required to hand sanitise at Receptions.</li> <li>Interserve caretakers to maintain social distancing at all times.</li> <li>Interserve caretakers not to socialise in the staffroom</li> <li>Parents not permitted inside the school building except in exceptional circumstances.</li> </ul>	Yes	Severity:4 Likelihood:1 <b>Risk Rating:4</b>
Provision of first aid (including paediatric first aid where appropriate) support to pupils	<ul style="list-style-type: none"> <li>All staff first aid trained.</li> <li>Disposable gloves, apron and surgical masks to be available in all first aid kits.</li> </ul>	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Providing care (dispensing	<ul style="list-style-type: none"> <li>Disposable gloves to be used where appropriate (available in first aid room)</li> <li>Care plans to be reviewed where appropriate</li> </ul>	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>

medicines etc.) for pupils with medical needs			
Providing care for pupils with specific care needs (support for toileting etc.)	<ul style="list-style-type: none"> <li>• PPE (fluid repellent face masks, disposable apron and gloves) to be worn when providing intimate care for any pupil who is coughing/sneezing/wet.</li> <li>• Individual risk assessment and care plans where necessary.</li> </ul>	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Providing care for pupils with specific emotional or behavioural needs	<ul style="list-style-type: none"> <li>• Individual risk assessments and behaviour/care plans to be reviewed and updated.</li> <li>• PPE to be provided where required (e.g. in the instance of needing to restrain a pupil who is coughing/sneezing/wet)</li> </ul>	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Evacuation procedures during reduced occupancy of the school	<ul style="list-style-type: none"> <li>• All classrooms will be in use during this phased return to school - fire risk assessment is up to date.</li> <li>• Evacuation procures to be updated to enable as much social distancing as possible rather than close lines of</li> <li>• Separate checklist to be placed in each classroom – e.g. checking that all doors are closed</li> <li>• Fire drill to take place within the first couple of weeks – procedures to be amended if necessary.</li> </ul>	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>