

Perton Primary Academy Risk Assessment

**Task:** Reducing the risk of the spread of Covid 19 once school reopens during Covid 19 **Assessors:** Lynn Small/ Katie Willis **Assessment completed** 09.07.20

<b>What are the hazards?</b>  Risk Level (R/A/G-Red High Risk, Green Low)	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b> List the control measures already in place	<b>What further action, if any, is necessary, if so what action is to be taken by whom and by when?</b>	<b>Action completed Date</b>
<b>1. Spread of Covid 19 (minimising contact with individuals who have symptoms or live with someone who has symptoms)</b>	Staff Pupils	<ul style="list-style-type: none"> <li>• <b>Self-isolation</b>-If staff or pupils have been symptomatic; it is recommended they self-isolate for at least 10 days and may arrange to have a test. They may end their self-isolation after 10 days or if tested negative 48 hours. The 10-day period starts from the day when individual first became ill. Follow the guidance in: '<a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>', They must stay at home and not attempt to come to school</li> <li>• <b>Household isolation</b>- if a member of staff lives with someone who has symptoms, they must stay at home for 14 days from the day the first person in the home started having symptoms.</li> <li>• <b>Track and Trace</b>- if they test positive staff should provide details of anyone they have been in close contact with or could, provide details if asked by NHS, Track and trace will inform the school and the bubble will be closed.</li> <li>• <b>Shielding</b> – When a pupil is unable to attend because they are complying with clinical or public health advice, they will still receive remote learning and engagement with this activity is monitored through a weekly phone call.</li> </ul>		

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<b>2. Spread of Covid 19 (minimising contact with individuals who become ill on site)</b>	Staff Pupils	<b><u>If a child/ member of staff becomes ill on site</u></b> <ul style="list-style-type: none"> <li>• They must immediately go to medical room, with the door opened and arrangements will be made for them to go home. Other staff or children present must immediately wash hands.</li> <li>• Parents are contacted as soon as possible</li> <li>• PPE must be worn by the supervising adult if a distance of 2 metres cannot be maintained or if contact is necessary</li> <li>• If a risk assessment determines that there also is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</li> <li>• A separate toilet is provided (practical area)</li> <li>• All areas, which the patient has come into contact with, are thoroughly cleaned and disinfected</li> </ul>		

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<p><b>3. Spread of Covid 19 (cleaning and hygiene)</b></p>	<p>Staff Pupils</p>	<p><b><u>Pupils/ Adults</u></b></p> <ul style="list-style-type: none"> <li>• Handwashing for both pupil and staff upon entry to the building and at regular intervals during the day (start of the day, break time, before food, after going to the toilet, before going home, after coughing and sneezing).</li> <li>• Handwashing posters up to remind pupils and staff to wash with soap and water for 20 seconds or use hand sanitiser.</li> <li>• Staff remind children not to touch each other or their own faces.</li> <li>• Children and staff are encouraged to cough or sneeze into a tissue and dispose of it immediately into a sealed bin. They then must wash hands</li> <li>• ‘Catch it, bin it, kill it’ posters up to remind pupils and staff to cough or sneeze into a tissue and dispose of immediately into a sealed bin. Then wash hands.</li> <li>• Games, songs, and repetition are used by adults to encourage young children to practise these habits.</li> <li>• Help is available for children and young people who have trouble cleaning their hands independently.</li> </ul> <p><b><u>Equipment/ School Building</u></b></p> <ul style="list-style-type: none"> <li>• Sufficient handwashing facilities are available and located close to classrooms where children will be based</li> <li>• Hand sanitisers are available in first aid kits, classrooms and other learning environments.</li> <li>• Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, door release buttons, are cleaned throughout the day . They are cleaned more regularly if used by more than one group in a day and receive a through clean daily,</li> <li>• Bins for tissues are emptied throughout the day by the site managers</li> <li>• Children are not allocated their own toilet blocks but toilets are cleaned regularly throughout the day</li> <li>• PPA follows the Public Health England (PHE) <u>guidance on cleaning for non-healthcare settings</u>.</li> </ul> <p><b><u>Disposal of Waste</u></b>To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE:</p> <ul style="list-style-type: none"> <li>• put it in a plastic rubbish bag and tie it when full</li> <li>• place the plastic bag in a second bin bag and tie it</li> </ul>	<p>SLT identify rota for additional cleaning to take place – who &amp; when etc.</p>	
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		<ul style="list-style-type: none"> <li>put it in a suitable and secure place marked for storage for 72 hours</li> </ul> Waste is stored safely and securely kept away from children. Waste is not put in communal waste areas until the waste has been stored for at least 72 hours.		
<b>4. Spread of COVID-19 (Minimise contact between individuals and social distancing wherever possible-groupings)</b>	Staff Pupils	<ul style="list-style-type: none"> <li>Children are placed in consistent bubbles to limit the number of pupils and staff that the children meet.</li> <li>Separate bubbles are created for Pre-school, Nursery/ Reception, Year 1, Year 2, Year 3, Year 4, bubbles are kept apart where possible</li> <li>Movement around the school site is kept to a minimum for all Bubbles and where possible use the outside entrances and exits to the building.</li> <li>All teachers and other staff can operate across different bubbles in order to facilitate the delivery of the school timetable. They should try to keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</li> <li>Older children are encouraged to keep their distance within the Bubble (this applies to children in years 1-4), physical contact will be discouraged and children will be educated on social distancing.</li> </ul>	SN – Share PE rotas to all staff for hall use.	

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<p><b>5. Spread of COVID-19 (Minimise contact between individuals and social distancing wherever possible- Learning Environments)</b></p>	<p>Staff Pupils</p>	<p><b><u>Classrooms-</u></b></p> <ul style="list-style-type: none"> <li>• When circumstances allow, adults should maintain 2-metre distance from each other and from children. Where this is not possible they should avoid close face-to-face contact and minimise time spent within 1 metre of anyone.</li> <li>• Children in years R-4 sit side by side and face forwards.</li> </ul> <p><b><u>Outside Space</u></b></p> <ul style="list-style-type: none"> <li>• Groups of children are allocated one area of outside space, which they can use for break times, lunch and for outdoor learning. They must only use this space unless otherwise directed by a supervising member of staff. The areas are allocated from the playground, field and EYFS playground.</li> <li>• Outdoor space to be set up daily</li> <li>• Cones have been set out on the grass areas to mark zones.</li> </ul> <p><b><u>Dinner Hall</u></b></p> <ul style="list-style-type: none"> <li>• Lunches are staggered to minimise contact between Bubbles – Nursery &amp; Reception - 11.45am / Y1&amp;Y2 – 12.00pm / Y3&amp;Y4 - 12.20pm, and each has allocated space and tables for eating.</li> <li>• Children clean their hands both before and after lunch following the given class timetable.</li> <li>• Tables are meticulously cleaned in the hall before each bubble arrives and after each bubble finishes</li> <li>• Allocated staff in each zone.</li> <li>• Children eat their lunch in the designated zone in the hall that their Bubble is based in (4 zones in hall)</li> </ul> <p><b><u>Delivery of curriculum - PE</u></b></p> <ul style="list-style-type: none"> <li>• Where possible PE should be delivered outside.</li> <li>• Equipment being shared should be thoroughly cleaned.</li> <li>• Avoid contact sports – PE overviews may need to be revised or staff focus on associated skills rather than playing sports involving contact.</li> <li>• Attention to cleaning and hygiene if delivering PE inside.</li> <li>• Resume daily mile to increase physical activity of pupils.</li> <li>• Children to wear PE kits on their PE days for the full day.</li> <li>• No PE bags in school.</li> </ul>	<p>SLT Distribute lunchtime rotas.</p> <p>AD to share risk assessment with Rock it Music and liaise.</p>	
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		<p><u>Delivery of Curriculum – Music</u></p> <ul style="list-style-type: none"> <li>• Singing – not to take place in assemblies</li> <li>• Singing in small groups / class groups only standing side by side with good ventilation.</li> <li>• Instruments to be cleaned in between use only if different instruments are not able to be used.</li> <li>• No instruments to be used that are blown or put in mouths.</li> </ul> <p><u>Indoor Shared Space (e.g hall / library)</u></p> <ul style="list-style-type: none"> <li>• Use of shared space is timetabled to minimise contact between bubbles</li> <li>• See below for cleaning procedures for equipment used by more than one Bubble</li> </ul>		

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<b>6. Spread of COVID-19 (Minimise contact between individuals and social distancing wherever possible-Arrival and Collection)</b>	Staff Pupil Parents	<p><b><u>Arrival of children</u></b></p> <ul style="list-style-type: none"> <li>• Staggered arrival of children is in place. B1, 3, 5, 7, 9 to arrive at 8.30am. B2, 4, 6, 8, 10 to arrive at 8.40am. Nursery and pre-school children to arrive at 8.45am (separate entrance).</li> <li>• Only one parent/carer is allowed escort a child to school.</li> <li>• All year groups have their own entry point to the school. This entry point is not used by any other children.</li> <li>• The child is escorted to the entry point by the parent where they will be met by a member of staff</li> <li>• The child goes straight to their base for the day</li> <li>• The parent leaves the school site immediately</li> </ul> <p><b><u>Collection of children</u></b></p> <ul style="list-style-type: none"> <li>• Staggered collection times are in place. B1, 3, 5, 7, 9 to collect at 3.05pm. B2, 4, 6, 8, 10 to collect at 3.15pm. Nursery to be collected at 11.45am or 3.15pm</li> <li>• Only one parent/carer can collect a child from school.</li> <li>• All children are collected from their designated classroom door. Each year group has a separate door which is not used by other groups</li> <li>• No after school, meetings between staff and parent take place. Any correspondence is completed through class dojo.</li> </ul>	Letter home to inform parents and update nearer to return to school via text, Dojo & Facebook.	

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<p><b>7. Spread of COVID-19 (Minimise contact between individuals and social distancing wherever possible-Use of equipment)</b></p>	<p>Staff Pupils</p>	<p><b><u>Equipment used by Individuals</u></b></p> <ul style="list-style-type: none"> <li>• Children are provided with their own frequently used items (e.g. pencil, ruler, purple pen etc.) These are to be labelled clearly.</li> <li>• Children limit the amount of equipment they bring into the setting each day, to essentials such as lunch boxes, hats, coats, reading records and books. Bags are allowed. Children are not allowed to bring items from home to use at playtime</li> </ul> <p><b><u>Equipment used by Classrooms/ Bubbles</u></b></p> <ul style="list-style-type: none"> <li>• Classroom based resources such as books and games can be used and shared within the bubble.</li> <li>• These resources are regularly cleaned and disinfected</li> <li>• Each Bubble is provided with a bag of resources to use at break time/ lunchtime. These are not shared with other groups and are cleaned daily.</li> </ul> <p><b><u>Equipment used by more than one Bubble</u></b></p> <ul style="list-style-type: none"> <li>• Resources that are shared between classes or bubbles are cleaned meticulously between bubbles, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between uses by different bubbles. This includes:</li> <li>• Maths equipment</li> <li>• Sports equipment</li> <li>• Art equipment</li> <li>• Science equipment</li> <li>• Library books</li> <li>• Resources used in before and after school club</li> <li>• Outdoor play equipment</li> </ul>	<p>Class teachers to check provisions for frequently used items for their own classes.</p>	



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<b>8. Spread of Covid 19 ( Use of PPE)</b>	Staff Pupils	<p><b>First Aid-</b></p> <ul style="list-style-type: none"> <li>• Staff continue to follow the PPA First Aid Policy.</li> <li>• Minimal physical contact.</li> <li>• Wear gloves and an apron where appropriate.</li> <li>• Once first aid has been administered a thorough hand wash for staff and pupils takes place.</li> <li>• Instructions for visor assembly printed.</li> <li>• Lunchtime staff to have access to separate first aid provision for KS2 / KS2 / Reception / Nursery.</li> </ul> <p><b>Intimate Care-</b> Staff continue to follow the Intimate Care policy and wear an apron and gloves followed by a thorough hand wash and disposing of the apron and gloves</p> <p><b>PPE is only needed in a very small number of cases, including:</b></p> <ul style="list-style-type: none"> <li>• If the child requires direct supervision until they can return home- a facemask is worn by the supervising adult if a distance of 2 metres cannot be maintained.</li> <li>• If contact with the child or young person is necessary- gloves, an apron and a facemask are worn by the supervising adult.</li> <li>• If a risk assessment determines that, there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection is also worn.</li> </ul>	Check first aid provisions for KS groups.	
<b>9. Spread of Covid 19 ( Contractors/ Visitors)</b>	Staff Pupils Contractors	<ul style="list-style-type: none"> <li>• Visitors must abide by all of the control measures set out in this risk assessment.</li> <li>• All visitors have the school guidance on physical distancing and hygiene explained on or before arrival</li> <li>• A record is kept of all visitors to the school</li> </ul>		

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<b>10. Fire Register, Fire Plan and first aid.</b>	Staff Pupils	<ul style="list-style-type: none"> <li>• Follow existing Fire procedures, with the social distancing measures implemented.</li> <li>• Register of pupils and staff completed daily</li> <li>• Staff to sign in using the usual procedure.</li> <li>• Normal Fire drill and emergency evacuation procedures to be in place. A fire Marshall to be on site wherever possible.</li> <li>• At least one qualified first aider to be on site at all times.</li> <li>• Fire doors should be fully closed to prevent any spread of fire.</li> </ul>		
<b>11. Local outbreak – group isolation, school closure or local lockdown.</b>	Staff Pupils	<ul style="list-style-type: none"> <li>• Use online learning platforms for homework to sustain online engagement.</li> <li>• Class Dojo for increased parental engagement and communication with school.</li> <li>• EYFS to use Tapestry and ensure log in details are shared with parents.</li> <li>• Staff to use existing planning to send as home learning for reading / writing / maths.</li> <li>• Online log in to Oxford Owl to allow home reading to continue.</li> <li>• Offer of printed resources for those unable to access online learning.</li> <li>• Laptop loan (with user agreement) in place for children with social worker.</li> <li>• Phone calls home to check on how well children are accessing online learning and what support may be needed.</li> <li>• Consider use of online tutorials via dojo to relevant classes.</li> <li>• Class teachers to call home for pupils not engaged (weekly).</li> <li>• DSLs to support vulnerable families with phone calls home.</li> </ul>	<ul style="list-style-type: none"> <li>• Office Set up log ins for Dojo, for new classes/children and distribute log in details in September.</li> <li>• SLT to revise homework policy-so homework can be monitored.</li> </ul>	