

ACTIVITY TASK:	SCHOOL OPENING - Coronavirus COVID-19 Risk Assessment – Revision 3					Ref:	COVID-19				
SITES:	Thornhill Primary School					Integrity Checked	<input checked="" type="checkbox"/>				
Assessment Date:	02/06/2020	Assessment Carried Out By:	Suzanne Peak	Date of Last Review:	02/06/2020	Next Review Due:	Ongoing				
<p>This risk assessment is produced in accordance with the requirements of The Management of Health and Safety at Work Regulations 1999 (MHSWR). The risk assessment control measures must be implemented to ensure the safety of all personnel involved with or people affected by the activity. The control measures put in place for this risk assessment must be communicated to all personnel involved with the activity. You may add (by hand) additional control measures by filling the site-specific controls section at the bottom of this risk assessment.</p>						ALARP (Y or N) – As Low as Reasonably Practicable – Has the risk been reduced as low as reasonably practicable with the controls put in place? Yes or No					
Severity on a scale of 1 to 5 (where 5 is the most severe):		How severe the consequence if the activity / hazard results in the adverse effects		Likelihood on a scale of 1 to 5 (where 5 is the most likely):		How likely are the chances of the hazard causing injury after the controls have been put in place					
People Involved or Affected by the Activity:		Staff	<input checked="" type="checkbox"/>	Pupils	<input checked="" type="checkbox"/>	Visitors / Client	<input checked="" type="checkbox"/>	Public	<input checked="" type="checkbox"/>	Others (Please specify)	

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1	Travelling to school – public transport – exposure to the virus	Contamination of Pupils and Staff and further spread of the virus	<ul style="list-style-type: none"> Parents are to limit all travel to a minimum where possible The school encourages walking and cycling. Bikes/ Scooters are not to be left on site. Parents must take these home when dropping children. Public transport should be avoided where possible Parents to be provided with information on the virus and precautions to take during travel 	4	3	H	Y	<ul style="list-style-type: none"> Eliminate Alter Contain Educate 	Some parents live at a distance to the school and may not have transport therefore travel cannot be avoided.
2	Attending School	Contamination of pupils and staff and further spread of the virus	<ul style="list-style-type: none"> Pupils which are clinically extremely vulnerable are not to return to school and will continue to learn from home using the online measures put in place. School will contact all persons considered clinically extremely vulnerable. Pupils who are shielding are not to return to school and will continue to learn from home using the measures put in place. School will contact all persons which they are aware are shielding. Parents will be contacted to advise the school if their child is shielding to ensure a correct log is maintained. School will remain closed on a Friday for a deeper clean to be carried out by the cleaning team using bleach. Parents are only to contact school via telephone or email. If a parent wishes for their child to return after school has restarted back. One weeks' notice is required for planning. 	5	4	H	Y	<ul style="list-style-type: none"> Eliminate Alter Contain Educate Supervise 	Risk remains in the community until a vaccine is known. Unable to totally eliminate the risk of spread of the virus unless school closes down.

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			<ul style="list-style-type: none"> • Pupils belongings are always to remain with the child. Lockers and coat hooks will not be used. Belongings to include a coat and lunch box. All children will be required to bring a packed lunch into school. Free School Meals vouchers will continue to be issued. No other items will be required as school will provide a stationary pack to each child, which will remain on their assigned desk. Pupils to bring in own named drinks bottle. • Pupils are to wear school uniform and trainers. No PE kit to come into school. If a parent would like their child to wear a face mask, they can provide this. Parents are advised to regularly wash school uniform. • Pupils will have a staggered start to the day to prevent overcrowding of parents. Start times are: Key Workers – 8:45am Year 6 – 8:45am Year 1 – 8:50am Reception – 8:55am • Only one parent is permitted to drop their child at school. All years are to be accompanied by parents until the child is permitted through the school gates. • Parents are to queue in Grove Road at a 2-meter distance from each other. • Parents/ pupils which are not social distancing will not be permitted into the school • Each school class year will be met by a member of staff at the front gate. Staff member will be wearing full PPE to include Face Guard, Mask, Gloves. Staff member to call child to gate, to take a scanned temperature check. Parent are to remain with child at a social distance from staff member. If a child has a temperature of 37.8 or above they will not be permitted onto school grounds and will have to leave with the parent. If the child's temperature is 37.7 or below they will be allowed through the gate and will need to stand on a marker on the top playground. Once all children are through the gates, the gate is to be locked and pupils to follow staff member to their classrooms. • Late parents will not be allowed to drop their child at school and will be refused entry. • A log of all clinically extremely vulnerable and shielding pupils to kept. • A Keyworker Pupil list to be compiled and updated with Central Bedfordshire and Government to updated daily • Registers to be maintained and appropriate persons advised of attendance. 						

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3	School Day – exposure to the virus	Contamination of pupils, staff and further spread of the virus	<ul style="list-style-type: none"> • Pupils will be assigned to a “bubble” group which they will remain with throughout the rest of the term. A bubble group will contain no more than 6 children and have a teacher and teaching assistant assigned to them • Pupils will be assigned their own classrooms, individual desk and named stationary pack. Desks will be situated with social distancing. Staff will remain in a taped area at the front of the classroom. If a child needs assistance, it will be explained using the whiteboard and not individually at their desk. • Pupils and staff will remain on the left hand side when using the corridors to ensure free flow and a one-way system. • Pupils will remain in this classroom unless accessing assigned toilets or playground. • Pupils are to drink from their own named drinks bottles which will remain with the child on their desk. • Pupils to be reminded of preventive measures: <ul style="list-style-type: none"> ○ Wash hands frequently with soap and water for 20 seconds or more. Sanitiser is available for use in classrooms. ○ Maintain social distancing (2m) ○ Avoid touching eyes, nose and mouth ○ Practice respiratory hygiene (cover mouth & nose when coughing / sneezing) ○ If possible, open doors with the back of hands rather than using your fingers / palm • Pupils will have staggered break times throughout the day within their bubble. Whilst on break they must always remain social distancing. Bubbles will not mix during break times with a bubble assigned to each playground. A playground timetable is available for staff. Fire doors must not be propped open and remain shut, as per fire risk assessment. • Sanitiser will be placed in all classrooms, offices, kitchens, toilets. Pupils are asked not to bring in own sanitiser but use the class sanitiser. • Pupils with EHCP will have an individual risk assessment compiled for them. • No assemblies are to take place with group gatherings. School hall is not to be used • Classrooms have been assigned to year group bubbles • All unnecessary furniture, equipment has been removed from the classroom or sectioned off from pupils. • Pupils will be assigned a set of toilets to use per bubble group. Staff will monitor the toilets allowing only one persons at a time. Children will be issued with a toilet card by the member of staff to ensure one child is using at a time. Bubbles will not mix during toileting and regular cleaning undertaken as detailed below. 	5	4	H	Y	<ul style="list-style-type: none"> • Eliminate • Alter • Contain • Educate • Supervise 	Risk remains in the community until a vaccine is known. Unable to totally eliminate the risk of spread of the virus unless school closes down.

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			<ul style="list-style-type: none"> No resources will be sent home with the children Pupils will remain in their bubbles for lunch. Lunch will be eaten in their classroom on their assigned desks. Children will follow usual hygiene measures such as washing hands before and after eating. Desks will be cleaned prior and after eating by staff. All children will be required to bring a packed lunch into school. Free School Meals vouchers will continue to be issued. Children to receive emotional support from staff about returning to school. Reassurance to those unable to attend through welfare checks from office staff. Timetables and curriculum adapted to include more socially distant activities where needed. Children which require one to one assistance to have individual risk assessment compiled. Each bubble will be assigned an equipment box for PE and break times. Pupils will be required to wash hands prior and after using equipment. Equipment will also be disinfected. The Senior Leadership Team will be very proactive to ensure this is followed throughout the school day. 						
4	Collection of Pupil at the end of the day – Exposure to virus	Contamination of pupils, staff and further spread of the virus	<ul style="list-style-type: none"> Gates will be opened ten minutes before collection of children. Parents must be on time to keep up schedule for further classes to depart. Parents made aware only one parent is permitted to collect a child. If a parent has to bring a child(ren) that they must remain with them at all times. Parents are advised not to bring siblings when collecting children. Collection times are: 15:20 – Reception 15:25 – Year 1 15:30 – Year 6 15:30 – Keyworkers. Keyworkers to queue with a 2-meter distance in Grove Road until advised that they can come into the school premises. Parents to enter site and stand on a marker on the top playground Pupils will be lined up with social distancing along the side of the school. Pupils will be released one by one. With the parent walking to meet their child and exiting school through the vehicle gates. Car Park will be closed to incoming and outgoing vehicles from 14:30 to 15:45. The car park will be monitored by the site agent who will ensure the area is safe should staff need to leave. Staff to be wearing PPE at all times 	4	4	H	Y	<ul style="list-style-type: none"> Eliminate Alter Contain Educate Supervise PPE 	Risk remains in the community until a vaccine is known. Unable to totally eliminate the risk of spread of the virus unless school closes down.

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5	Communication to parents – Risk of virus spreading if procedures not received	Contamination of pupils, staff and further spread of the virus	<ul style="list-style-type: none"> Parents will receive text messages directing them to the school website for further information. All procedures will be available on the school website and updated each day Parents advised to ensure contact details are up to date Risk Assessments to be provided to the local authority Staff communication will be via email. Meetings to be held in smaller staff groups when on site. 	5	4	H	Y	<ul style="list-style-type: none"> Eliminate Alter Contain Educate Supervise 	Risk remains in the community until a vaccine is known. Unable to totally eliminate the risk of spread of the virus unless school closes down.
6	Cleaning – exposure to the virus	Contamination of pupils, staff and further spread of the virus	<ul style="list-style-type: none"> Deep COVID 19 clean was undertaken on the week commencing 11th May 2020 by an external contractor. Deep clean carried out and cleaned using Ultra AX School classroom to be cleaned prior to use Cleaning will take place every three hours in the toilets, desks, side tables, sinks, taps, doors, toilets (touch points) etc. Records will be kept of all cleaning. Additional cleaning of desks will take place before and after lunch. All classrooms will be cleaned before school by the cleaning team using disinfectant with a deep clean each Friday using bleach. Bleach will only be used when children are not in school. All staff to be trained in COSHH and wear full PPE. Bins of tissues are to be emptied throughout the day into a larger clinical bag. Clinical bag to be collected by cleaning staff following the cleaning procedures set out in the cleaner's risk assessment. Sufficient hand sanitiser provided in each classroom and soap in toilets School Office, Staff Toilets, Staff Room, Reception Areas to be cleaned every three hours throughout the day by staff wearing full PPE. Staff to tie bin liners at the end of the day and leave in the classroom. Cleaning team to dispose of in external waste bins. Full PPE to be worn. School will remain closed on a Friday for a deeper clean by the cleaning team using bleach. Pupils to dry hands on disposable paper towels Records to be kept of all cleaning undertaken. Suitable and sufficient amount of cleaning materials to be available at all times to maintain the cleaning regime. Ensure COSHH regulations adhered to, to include storage and training. Staff to report to Office Manager on low stock levels on cleaning items and PPE. Welfare facilities to be maintained and cleaned regularly with plenty of stock of hand cleaning materials for washing and drying and toilet rolls for the toilets. Site Agent will 	5	4	H	Y	<ul style="list-style-type: none"> Eliminate Alter Contain Educate Supervise PPE 	Risk remains in the community until a vaccine is known. Unable to totally eliminate the risk of spread of the virus unless school closes down.

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			ensure all areas are stocked prior to opening during the day. Staff will be responsible for cleaning the staff toilets and staff room. PPE Must be worn when carrying out cleaning duties. Disposable wipes are recommended and to be binned. Cleaners will remove all waste. A separate cleaners risk assessment will be provided.						
7	First Aid	Contamination of pupils, staff and further spread of the virus	<ul style="list-style-type: none"> Staff will wear full PPE when administering first aid to a pupil. To include Face Shield, Face Mask, Gloves, Disposable Apron Staff to follow First Aid Policy and ensure medical note is sent home to parents advising that their child received medical attention First Aid record to be kept up to date. Temperature to be taken of pupil at time and recorded. Gloves to be disposed of in clinical waste bag after each use All first aid must be administered within the bubble group 	5	4	H	Y	<ul style="list-style-type: none"> Alter Contain Educate Supervise PPE 	Risk remains in the community until a vaccine is known. Unable to totally eliminate the risk of spread of the virus unless site closes down.
8	Disruptive/ Violent and those pupils not adhering to social distancing and covid guidelines – exposure to virus and welfare	Contamination of pupils, staff and further spread of the virus also staff welfare	<ul style="list-style-type: none"> We will operate zero tolerance to violent, disruptive and those pupils not adhering to social distancing and covid guidelines. Children which are known to be violent are to remain off school until further notice. Parents will be contacted Parents will be contacted if any pupil is not behaving, not listening to staff, acting out or violent. The parent will have to collect the pupil immediately from school. An individual risk assessment will be carried out as to whether the pupil can return. If a pupil is violent this will also be reported to Central Bedfordshire Council. PPE to be worn when dealing with such pupils 	5	4	H	Y	<ul style="list-style-type: none"> Eliminate Alter Contain Educate Supervise PPE 	Risk reduced by not allowing violent, acting out children into school. Risk still remains in the community until a vaccine is known.
9	Sickness of Pupil or member of staff	Contamination of pupils, staff and further spread of the virus	<ul style="list-style-type: none"> Pupil or staff removed from class and placed into medical room Contact the named Emergency contact for the pupil/ staff to collect from school within 15 minutes Bubble group to remain in class until all parents are contacted to be collected Parents to follow end of day procedure when collecting child Sick pupil/ staff member to have testing immediately and notify school of outcome. Staff and Pupils to remain off until there is a result of the test. If confirmed case of COVID 19, staff and pupils within bubble to remain off for 14 days. Classroom to be closed and no entry to anyone. Classroom to have deep clean after 48 hours. If not COVID. Children and staff to return the following school day. 	5	4	H	Y	<ul style="list-style-type: none"> Alter Contain Educate Supervise PPE 	Risk remains in the community until a vaccine is known. Unable to totally eliminate the risk of spread of the virus unless school closes down.

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10	Site Evacuation from Fire	Slower evacuation due to staff trying to social distance pupils	<ul style="list-style-type: none"> Usual Fire Evacuation Procedure is to be followed. Priority is getting everyone out of the building and not Covid 19. Exit the building in usual manner. Fire Assembly points to take into consideration social distancing Pupil Contact details to be up to date and available in emergency when evacuating building 	4	3	H	Y	<ul style="list-style-type: none"> Educate 	
11	Lockdown of School	Slower lockdown procedures from staff trying to social distance pupils	<ul style="list-style-type: none"> Follow usual lockdown procedure. Priority is the immediate safety of the children. 	4	3	H	Y	<ul style="list-style-type: none"> Educate 	
12	Meetings with other organisations including referral agencies, parents, schools etc	Contamination of pupils, staff and further spread of the virus	<ul style="list-style-type: none"> No meetings will take place within the school with external agencies, parents, contractors. If meetings need to place, please use online resources such as Zoom etc. If urgent contractor work is required, all contractors will be accompanied by school staff with both staff and contractor in full PPE. If a contractor needs to attend for urgent works, they must contact the school prior, to complete a COVID19 Contractor Assessment form. If work is required within a room which pupils' access, the work will be carried out of school hours. The room will have a full clean after. 	4	3	H	Y	<ul style="list-style-type: none"> Eliminate Alter Contain Educate Supervise 	Unable to totally eliminate the risk of spread of the virus unless school closes down. Risk remains in the community until a vaccine is known
13	Other On Site-exposure to the virus	Contamination of employees and further spread of the virus	<ul style="list-style-type: none"> No school hall lettings will take place for the foreseeable All external play areas/ equipment will be out of use and taped off. Information posters will be placed at strategic locations reminding of social distancing. All staff and pupils to regularly wash their hands while onsite. Staff to continuously remind pupils throughout the day. Parents will be advised that they are to contact the school by phone or email. Access to site is not permitted Parents will be advised that no appointments are to be made during school hours for children. A pupil must remain on site all day. Deliveries – All deliveries into school will be booked in advance. Office staff will be aware of scheduled deliveries. Where loading and offloading arrangements on site will allow it, drivers should remain in their vehicles. Where drivers are required to exit their 	4	3	H	Y	<ul style="list-style-type: none"> Eliminate Alter Contain Educate Supervise PPE 	Unable to totally eliminate the risk of spread of the virus unless site closes down. Risk remains in the community until a vaccine is known

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			vehicle, they should wash or sanitise their hands before handling any materials. All deliveries to be scheduled where possible with the registration of vehicle. Drivers to be briefed on delivery arrangements prior to delivery. Catering team to be advised.						
14	Safeguarding	Vulnerable children may be in danger when remaining at home/ children accessing internet/ Vulnerable families	<ul style="list-style-type: none"> • Risk assessments required to safeguard vulnerable pupils are in place if applicable • Parents of vulnerable pupils to be contacted and advised that their child can return to school • Governors made aware of the interim safeguarding • Designated Safeguarding lead is available in school during school working hours. Also contactable on mobile after. • Single Central Record monitored and updated accordingly • Records kept of all safeguarding conversations with parents • Communication kept up with vulnerable families during the closure and on return through telephone conversations with the Family Support Worker. • The E safety and Online Policy covers all pupils accessing learning from home. • Free School meals families accessing voucher scheme unless child returned to school. Families are aware of food parcels and food bank if in need. Contact made through Family Support Worker. 	4	3	H	Y	<ul style="list-style-type: none"> • Alter • Contain • Educate • Supervise • PPE 	Unable to eliminate the risk. Safeguarding remains a top priority within school.

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15	Lone Working	Contamination of employees and further spread of the virus	<ul style="list-style-type: none"> Lone workers to adhere to the lone working policy. Lone working policy to be issued. Should only be applicable to Site Agent Ensure emergency contact details held are up to date 	4	3	H	Y	<ul style="list-style-type: none"> Alter Contain Educate Supervise PPE 	Unable to totally eliminate the risk of spread of the virus unless site closes down. Risk remains in the community until a vaccine is known
16	Recruitment	Contamination of pupils, staff and further spread of the virus	<ul style="list-style-type: none"> All interviews to be carried out using internet means such as Zoom If documents need to be delivered for DBS checks this must be booked with office staff. No persons allowed on site unless booked. Office Staff handling documents must wear gloves Safer Recruitment processed adhered to 	4	3	H	Y	<ul style="list-style-type: none"> Alter Contain Educate Supervise PPE 	Unable to totally eliminate the risk of spread of the virus unless site closes down. Risk remains in the community until a vaccine is known