

## Schools Covid 19 Risk Assessment – May 2020 – MARCH 2021 update

<b>Name of School</b>	Lacock Primary
<b>Name of Headteacher</b>	Richard Hearn
<b>Assessment completed by</b>	Ann White
<b>Assessment date</b>	21/05/2020 updated 23/08/2020 reviewed 31 <sup>st</sup> January 2021 reviewed and updated 03/03/2021

**This risk assessment template sets out the measures that may be used to maintain a safe environment for all occupants and visitors to the school/setting and to reduce the transmission risk of covid-19 coronavirus as far as is reasonably practicable. Particular attention must be given to those at greatest risk including vulnerable groups, pregnant women, and those with underlying health conditions.**

**Use the template to prepare a specific risk assessment for your school/setting. It must be kept under review and updated accordingly.**

**Useful links:**

DfE Planning guide for primary schools can be found [here](#).

DfE guidance on implementing protective measures can be found [here](#).

Right Choice Coronavirus Resources are available [here](#).

March 2021:

Update in the light of full return of pupils on 8 March 2021

RISK		LOCAL APPLICATION OF MEASURES
<b>1. Maintaining Social distancing – external areas</b>		
Numbers of parents and children at entrances and exits impede social distancing.		<ul style="list-style-type: none"> <li>• Instructions sent out to parents letter / email</li> <li>• Only one parent/carer to accompany child – wherever possible no other family members to accompany although where there are pre-school children and no other child care this may not be possible.</li> <li>•</li> </ul>

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	<ul style="list-style-type: none"> <li>• Staggered start and end of the day: Oak Class arrive at 8.40am and leave at 3.00pm, Willow Class arrive at 8.50am and leave at 3.10pm, Beech Class arrive at 9.00am and leave at 3.20pm.</li> <li>• Parents encouraged to keep socially distanced in the playground at drop off and pick up.</li> <li>• Parents encouraged to wear facemasks at drop off and pick up.</li> <li>• Parents encouraged to leave straight away at drop off and not arrive early at pickup, possibly waiting in cars until children go into school if they drive to school.</li> <li>• Reminder signs at doors / in playground</li> <li>• Leader will be in the playground to ensure social distancing</li> <li>• Door handle and other touch points sanitised after arrival of Oak class and before Willow class.</li> <li>• Children directed to wash their hands immediately on arrival.</li> <li>• Parents / others will not be allowed in the building – messages / notes will be passed on by children to teachers (written) or to the office by phone, Tapestry App or email.</li> <li>• Following arrival of all pupils, doors are shut and door handles and other touch points – taps etc., sanitised.</li> </ul> <p><b>Children dropped off late / picked up early (medical appointments, car breaks down etc):</b></p> <ul style="list-style-type: none"> <li>➤ Child enters through front door to reception and child directed to wash hands and go. In either direction, child carries all items (lunchbox, coat etc) rather than school staff.</li> </ul>
Changes to school routine cause vehicular and pedestrian traffic management issues.	<ul style="list-style-type: none"> <li>• Most children will be arriving by car – can't cycle / walk as very few come from actually in the village.</li> </ul>
<b>2. Social distancing – internal areas and during breaks</b>	
Pupil numbers and room sizes impede social distancing	<ul style="list-style-type: none"> <li>• Strict social distancing not possible or realistic with young children – acknowledged in DfE guidance</li> <li>• Desks to be spaced out as far as possible but do not impede fire escape routes and exits.</li> <li>• Children to generally remain at their desks when in the room.</li> <li>• Children to use the same desk each day.</li> <li>• Lessons planned for individual work as opposed to close group work.</li> <li>• Social distancing to be explained to children with regular reminders.</li> <li>• Signage / posters in each classroom – specifically about 'catch it kill it bin it', not touching faces, handwashing and keeping apart 2m.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Use school grounds / local environment to extend the range of teaching spaces available. – this is difficult as our only green space is the public playing field but we will be taking children there as the pavement is very quiet, few tourists in the village at the moment – this will be reviewed as we go.</li> <li>• Staff to supervise and enforce measures.</li> </ul>
Number of pupils and staff moving around the school impede social distancing in corridors and other communal spaces	<ul style="list-style-type: none"> <li>• Children remain in classroom during the day except during playtimes and lunchtimes (and leave their classrooms via door nearest to the playground).</li> <li>• Children requested to bring only minimum items (lunchboxes and water bottle) as don't need pencil cases, coats, bags, PE kits etc. Won't need to go to cloakroom areas.</li> <li>• Children bring minimum items to school.</li> <li>• Signage – at toilets and in corridors to remind about spacing and only two in the toilet at each time. Middle sink of three to be taped off and not used.</li> <li>• Staff when moving around the building outside of their classrooms will wear a mask.</li> <li>• Assembly will be done via video into each classroom and currently no singing.</li> </ul>
Number of pupils and size of space impede social distancing when using toilets	<ul style="list-style-type: none"> <li>• Only two children allowed to go to the toilet at a time – one in one out system.</li> <li>• Children expected to go to toilet at break and lunchtimes, so very few going during lessons.</li> <li>• One in one out system in place. Older children expected to wait for a younger one if already occupied.</li> <li>• Older children responsible for waiting if a child from Willow class is already there.</li> </ul>
Number of pupils and available space impede social distancing at breaktime and lunchtime	<ul style="list-style-type: none"> <li>• All tables and surfaces are sprayed and cleaned with anti- Bacterial spray.</li> <li>• Children wash hands before lunch.</li> <li>• Food server wears gloves and mask.</li> <li>• Teacher or an adult retrieves each pupil's meal and takes it to them into their class.</li> <li>• Children sit in their own classroom to eat their meals.</li> <li>• Food Server collects plates, cutlery and food waste when lunch has been eaten.</li> <li>• Pudding is handed out by Food Server so no children can touch the produce.</li> <li>• All plates, cups and cutlery are then put into a dishwasher on a hot heat temperature</li> <li>• Rubbish in kitchen binned daily. Mask and gloves worn by server are also binned.</li> </ul>
Number of staff and size of staff spaces impede social distancing.	<ul style="list-style-type: none"> <li>• Staff reminded to not congregate in staff room if possible at lunchtime and use other spaces to eat / have a break.</li> <li>• Wipes available to wipe kettle, microwave control etc. after use.</li> <li>• Mugs used once, put in to dishwasher by user and cleaned in dishwasher.</li> </ul>
<b>3. Hygiene and Cleaning</b>	

RISK		LOCAL APPLICATION OF MEASURES
Cleaning staff levels are insufficient to deliver enhanced cleaning regime.		<ul style="list-style-type: none"> <li>• Enhanced clean of areas of school being used each day.</li> <li>• School staff will clean door handles / push plates during the day with sanitising spray and disposable paper towel / wiping table tops before packed lunches are eaten.</li> <li>• Virucide spray as provided by cleaning contractor. Disposable cloths.</li> <li>• PPE to be worn by cleaning staff as dictated by their risk assessment for their cleaning products.</li> <li>• Leave resources (including books returned by parents) to de-contaminate for 72 hours if possible – only needed if not thoroughly cleaned.</li> </ul>
Insufficient handwashing and hygiene facilities increase the risk of transmission.		<ul style="list-style-type: none"> <li>• Hand gel dispenser inside all classrooms and at school entrance and in staffroom</li> <li>• Children to handwash on entry to school, after each break and lunch, leaving school and after using toilet. Also after using any shared resources e.g. Lego.</li> <li>• Extra signage for washing hands has been printed.</li> <li>• Supplies of tissues and lidded bins are in each classroom.</li> <li>• We have ensured supplies of suitable soap.</li> </ul>
Exposure to new hazardous substances (products)		<ul style="list-style-type: none"> <li>• COSHH assessment to be carried out for any new cleaning/sanitising products in use – none at this time.</li> <li>• Appropriate storage of hazardous substances as per usual practice – locked cupboard</li> <li>• Material data sheets to be made available for new and existing products as received from suppliers.</li> </ul>
<b>4. Site and Buildings</b>		
Visitors/contractors/suppliers on site increase the risk of transmission.		<ul style="list-style-type: none"> <li>• Site visits only by pre-arrangement.</li> <li>• Information given to visitors informing them of the infection control procedures on arrival:</li> <li>• Visitors who enter school (as opposed to brief entry to lobby area to drop off package etc.) expected to wear mask / face covering, sanitise hands on arrival, spends as short a time on site as possible.</li> <li>• Deliveries and visits outside of school opening hours where possible – if not delivery staff only enter front door to hand over package.</li> <li>• Provision of hand gel at main school entrance.</li> <li>• Process for the acceptance of deliveries – delivered to front door and wiped down with spray cleaner by member of staff before bringing into school.</li> <li>• Track and trace forms completed by any visitor to site (not for delivery people only dropping off a package)</li> </ul>

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Changes affect normal emergency procedures.		<ul style="list-style-type: none"> <li>• Staff and children will be reminded of evacuation procedures.</li> <li>• Review of fire assembly point to accommodate social distancing – same assembly point – stand apart from each other with 1m gap.</li> <li>• Fire drill practice to review any adjustments made.</li> </ul>
Site security is compromised by new arrangements.		<ul style="list-style-type: none"> <li>• Normal security standards will apply, doors which may be used for drop-off / pick up closed during the school day – all as per usual practice.</li> <li>• Pending weather: Open windows to enhance cross breeze and ventilation.</li> <li>• Additional ventilation via open doors and windows should not occur in unoccupied parts of the site.</li> </ul>
<b>5. Equipment and furniture</b>		
Shared play equipment increases the risk of transmission.		<ul style="list-style-type: none"> <li>• After use, handlebars of bikes and trikes sanitised.</li> <li>• Soft toys, bean bags and difficult to clean play equipment removed.</li> <li>• Lego etc. quarantined for 72 hours.</li> </ul>
Shared equipment, fittings and resources increase the risk of transmission.		<ul style="list-style-type: none"> <li>• Handwashing on arrival at school and after breaktimes.</li> <li>• Removed unnecessary items from the classrooms and stored elsewhere.</li> <li>• Cleaning regime for door handles, press to exit buttons, communal surfaces – included in daily cleaning and supplemented by cleaning after children have all arrived in school so as to sanitise surface where they may have introduced infection from home.</li> <li>• Children have allocated, named, packs of stationery per child. (Younger children – a pot on their desks with pencils for their use, older children a packet with whiteboard, ruler, pen, pencil etc for their use) no shared rubbers, sharpeners etc.</li> <li>• Resources (as possible) and surfaces to be cleaned each night as part of cleaners’ duties.</li> <li>• Lessons planned so resources are not shared.</li> <li>• Limit the number of resources / books taken home.</li> <li>• Books only put back into use after return if they have been quarantined for 72 hours (plastic covers) or 24 hours (paper covers) – latest advice from library services.</li> </ul>
<b>6. Health and Wellbeing</b>		
Staffing levels (insufficient) cause supervision, ratio and safeguarding issues.		<ul style="list-style-type: none"> <li>• Staff provided with Covid home test kit, full time two tests per week.</li> <li>• At this time, all staff expected to be available.</li> <li>• Staff to inform school if their health situation changes by emailing headteacher</li> </ul>
Volunteer wellbeing – not yet confirmed if any volunteers will be on site. Likely to not re-start having parent readers etc in school for the first		<ul style="list-style-type: none"> <li>• Volunteers will be treated in the same way as school staff and provided with the same information, instruction, training and equipment.</li> <li>• Volunteers will be included in regular communications and be given the opportunity to</li> </ul>

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two weeks.		feedback any concerns – <b>no volunteers expected on site at this time as we won't be having parent readers etc. in school.</b>
Vulnerable / Extremely vulnerable children at higher risk of infection.		<ul style="list-style-type: none"> <li>Parents should follow current medical / government advice if their child is in this category. This has been communicated before re-opening and relevant action will be taken if parents inform us their child requires specific support.</li> </ul>
Person becomes unwell with any one of Covid 19 symptoms in school: <ul style="list-style-type: none"> <li>➤ New continuous cough</li> <li>➤ Change in taste or smell</li> <li>➤ Fever / high temperature</li> </ul>		<ul style="list-style-type: none"> <li>Move to a pre-designated room (the Cube) where person can be isolated, with adult supervision if a child. Door will be left open and child supervised from 2m distance unless in distress in which case PPE will be worn if contact closer than 2m is required.</li> <li>Inform parent / carer to arrange collection.</li> <li>Cleaning regime after each usage of the space.</li> <li>Use non-contact thermometer –stored on top of first aid cabinet – to check temperature as a reassurance.</li> <li>Contact PHE on 0300 303 8162 for advice / guidance.</li> </ul>
Staff wellbeing affected by the working experience.		<ul style="list-style-type: none"> <li>Application of national guidance in respect of shielding and at-risk groups – already communicated to staff before re-opening.</li> <li>Include staff in risk assessment process – all will receive this document for comment.</li> <li>Usual regular staff meetings and communication.</li> <li>Two governors have conducted a surgery for staff to raise concerns and ask questions.</li> </ul>
Pupil wellbeing is impacted by the current situation causing physical and mental ill health. <a href="#">School Effectiveness guidance on Right Choice</a>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Curriculum to support children's well-being.</li> <li>Provide opportunities to talk about their experiences / concerns – the Recovery Curriculum website and other online resources.</li> <li>Pastoral activities – using Zoom if isolating at home.</li> </ul>
First aid provision		<ul style="list-style-type: none"> <li>All staff have emergency first aid training in case of immediate assistance needed. Two full time members of staff have paediatric training and will be called on to administer most first aid therefore avoiding exposure of other staff to blood etc. Supply of PPE is available for provision of first aid – gloves, aprons, goggles all in grab box.</li> <li>Dispose of wipes etc. by double bagging and tying up bags.</li> </ul>
1:1 teaching, physical restraint and children with SEND or EHC plans are adversely affected by the current situation.		<ul style="list-style-type: none"> <li>Individual <a href="#">risk assessments</a> of children with behavioural difficulties – none at this time.</li> <li>PPE made available based on need.</li> </ul>
<b>7. Other – specific to your school</b>		
		<ul style="list-style-type: none"> <li>Limit belongings brought in from home to reduce transmission of virus from home to school. On PE days children arrive in PE kit so no PE bags / kit lying around.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Children don't touch any property (from outside school) not belonging to them, i.e. only touch own lunch box, water bottle etc.</li> </ul> <p><b>PE Lessons – there is a separate Risk assessment document.</b></p> <ul style="list-style-type: none"> <li>• <b>The key principles for supporting safe PE and physical activity are:</b></li> <li>• <b>Clean frequently touched surfaces</b></li> <li>• <b>Wash hands frequently as part of a clear hygiene regime</b></li> <li>• <b>Minimise contact</b></li> <li>• <b>Ensure good respiratory hygiene</b></li> <li>• No individual music lessons planned at this time</li> <li>• No visiting assembly speakers at this time.</li> </ul>

I confirm that the above is a suitable and sufficient risk assessment based on current information. The risk assessment will be reviewed on a regular basis and whenever anything relevant changes. All relevant parties will be informed of the outcomes of this risk assessment.

<b>Name of Headteacher</b>	Pp Ann White	
<b>Signature of Headteacher</b>		<b>Date: 4<sup>th</sup> March 2021</b>
<b>Name of Chair of Governors</b>	Simon Winfield	
<b>Signature of Chair of Governors</b>		<b>Date: 4<sup>th</sup> March 2021</b>
<b>Date of review</b>	3 <sup>rd</sup> March 2021	