

# **SCHOOLS RISK ASSESSMENT**

Education Participation and Skills



**Risk Assessment for Full School Opening in September 2020****Introduction**

The government have asked schools to open for children in Foundation, Y1 and Y6 as well as keyworker children from June 1<sup>st</sup> 2020. In order to ensure that we have all health and safety measures in place, we have considered the following safeguarding measures, we recognise that local decisions may need to be flexible:

Checklist completed by:	Name:	Peter Lewis-Cole Christine Marsh
	Position:	Headteacher and Deputy Headteacher
	School:	Lipson Vale Primary School
	Date:	Initial completion: 21.05.20 Updated for September opening: 15.08.2020 Updated ahead of 2 <sup>nd</sup> Lockdown: 04.11.2020
Checklist submitted to LA (maintained schools)	Date:	09.11.2020
Checklist reviewed by LA (maintained schools)	Confirmed	

**Contextual narrative**

Lipson Vale Primary School is, unusually, and unlike the other maintained schools in the city, unable to open for children in Foundation, Yr1 and Yr6 from the 1<sup>st</sup> June 2020. It will continue to provide an Edu-Care service for its keyworker children as well as its identified vulnerable children.

The school, which was built in 1953, has had ongoing asbestos issues and from the 20<sup>th</sup> April 2020, with the support of the LA, embarked on a schedule of works to remove the asbestos from all affected areas of the school. This works is not intended to be completed until the end of August. Because of the work that is being done on the school site it has been left with four operational classrooms. Therefore, it will not be able to re-open as planned across the city but will continue to provide Edu-care for up to 50 pupils.

The risk assessment below, therefore, reflects this position. It relates specifically to the school accessing x4 classrooms, x1 block of toilets (x3 cubicles) and the appropriate number of staff.

It is possible that the school's Yr6 block will be completed by the 6<sup>th</sup> July which would enable Yr6 children to return to school at this time for the last two and a half weeks. A further risk assessment will be completed at this time to reflect this.

**Update 02.07.20**

Educare provision has been expanded a little to include a small area (SEND support area). This increases capacity slightly to up to 60 pupils.

Additionally, two Yr3 classroom have been made available to allow the school to run two transition weeks for all year groups. Therefore, Yr6 will be in school on Monday 6<sup>th</sup> July, Tuesday 7<sup>th</sup> July, Thursday 9<sup>th</sup> July and Friday 10<sup>th</sup> July (see details below). Then, in the following week, other year groups will be in school. Yr5 on Monday 13<sup>th</sup> July, Yr4 on Tuesday 14<sup>th</sup> July, Yr3 on Wednesday 15<sup>th</sup> July, Yr 2 on Thursday 16<sup>th</sup> July, Yr1 on Friday 17<sup>th</sup> July and Foundation on Monday 20<sup>th</sup> July (see details below).

Updated risk analysis in blue.

Updated 15.08.2020

The school, in line with the Government guidance, intends to open fully to all pupils from 7<sup>th</sup> September 2020. As such, this risk assessment has been updated to identify the significant changes to the functioning of the school since March 23<sup>rd</sup>. These changes are in RED.

Updated 04.11.2020

Ahead of the month long 'lockdown' nationally, and in line with the updated guidance for schools (effective 5<sup>th</sup> November 2020), we have updated our risk assessment. These updates are in BLUE.

Updated 06.01.2021- these additions have since been removed due to more pupils returning to school.

Updated 02.03.21

The school, in line with the Government guidance, intends to open fully to all pupils from 8<sup>th</sup> March 2021. As such, this risk assessment reverts to the changes made on 15.08.20 marked in RED. Where the RA has been updated to identify any changes to the functioning of the school required by the most recent Government Guidelines, these are highlighted in GREEN. This includes previous updates made regarding lateral flow testing.

No	Hazard/risk	Existing controls in place	Residual risk			Further action needed to reduce risk	Reduced risk		
			S	P	R		S	P	R
1	Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing.	Staggered drop off and collection per year group in place. One-way systems and routes identified. Routes marked on floor and route maps provided to families. Social distance markers in place.	4	3	12				
		Perspex screens have been placed in reception area to create a physical	4	2	8				

		<p>barrier between staff and visitors.</p> <p>Marshals on the key entrance/egress points whilst families are entering/exiting school site.</p> <p>One member of each family to drop off and collect pupils.</p> <p>KSI and Y3 families remain on one-way systems with collecting. Years 4, 5 and 6 have designated waiting areas on site. Spaces are large enough to allow for social distancing.</p>	4	2	8			
2	Parents gathering at school gate not social distancing	<p>Parents have been reminded not to congregate at the school gate/ entrance and to maintain social distancing at all times. 2m markings in school indicate clear expectations.</p> <p>Marshals will be positioned on each entrance/egress point to manage congestion.</p> <p>Staggered drop off and collection times will ease</p>	4	2	8			
			4	3	12			
			4	2	8			

		<p>congestion. 3 separate entrance points identified.</p> <p>Marshall to manage flow and congestion on the ramp exit.</p> <p>Clear signage at points of likely high congestion to remind families of managing volume of congestion.</p> <p>Key messages reinforced by contacting parents/ carers again with texts, letters and via school website/ Facebook.</p>	4	2	8			
			4	2	8			
			4	2	8			
3	Overcrowding in classrooms and corridors.	<p>Class 'bubbles' whilst inside the school building, Year group bubbles when outside.</p> <p>Front facing desks, where possible, in Year groups 2 to 6.</p> <p>Movement in and around the classroom will be kept to a minimum. Pupils will largely be sat at tables (Yrs 2 and up) whilst inside the school building.</p> <p>Entrance and egress from classroom will be through an external door, as far as possible – reducing pupils moving around inside.</p>	4	3	12			
			4	3	12			
			4	4	16			
			4	3	12			
			4	4	16			

		<p>Staff to manage and monitor use of toilets and movement internally.</p> <p>Crossover in corridors- this will be reduced as much as possible with staggered breaks/ lunch and toilet visits and entrance/egress to classrooms being through external doors</p> <p>Radios introduced to enable key messages to be relayed from classrooms to SLT and/or the office, negating the need to move through the school building.</p>	4	2	8			
4	Increased numbers during breaks compromising social distancing.	<p>Staggered break times will be introduced – Year group bubbles only.</p> <p>Whole school site to be utilised (x2 playgrounds and the MUGA)</p> <p>Children to remain in class/year group bubbles during the day whilst at school.</p> <p>Staff will, as far as is possible, stay within their allocated bubble. Where staff are moving between bubbles, a 2-metre social</p>	4	4	16			
			4	3	12			
			4	2	8			
			3	2	6			

		distancing will be maintained between them and pupils/other adults						
5	Increased numbers during lunchtime compromising social distancing.	<p>Staggered lunch times in place (Year group bubbles).</p> <p>Majority of pupils will be eating in the classrooms (Yrs 2, 3, 4, 5 and 6).</p> <p>Internally, class bubbles will be grouped together (if using the hall), outside play will in in Year group bubbles.</p> <p>Lunch time staggering is set at 30 mins eating (inside) and 30 mins outside play and settling time inside. Pupils will not move between inside and outside unless as a whole bubble.</p>	4	3	12			
			4	3	12			
			4	3	12			
			4	2	8			
6	Changes to building use being safe for pupils & staff– e.g. storage, one-way systems, floor tape	<p>One-way routes identified and marked out externally for entrance/egress from school site.</p> <p>Shared use of toilets monitored by staff to ensure social distancing and bubbles can be adhered to.</p> <p>Entrance/egress from classrooms through</p>	4	3	12			
			4	4	16			
			4	3	12			

		external doors, reducing internal movement by pupils.  Enhanced cleaning routines in place for midday cleaning of high frequency touch areas.	4	2	8			
7	Staff rooms and offices to comply with social distancing and safe working practice	<p>Where possible office staff maintain 2m social distance. Shared equipment/ areas (office phones/ tables etc) are cleaned regularly. Staff adhere to strict hygiene rules.</p> <p>Toilet areas for staff are limited to x 1 in, x1 out.</p> <p>Visibility panels have been installed into main foyer.</p> <p>Additional staff will be expected to follow existing protocols and social distance.</p> <p>All visitors, including contractors, to complete a self-declaration and return this to school prior to their visit.</p> <p>Staff moving between bubbles maintain a social distance of 2-metres.</p>	3	2	6			
			3	2	6			
			4	2	8			
			3	2	6			
			4	2	8			
			3	2	6			



		Staff Room limited to max 12 occupants at one time. Seating is organised into bubble groups. Staff only sit with others from within bubble. Surfaces cleaned between us.	3	2	6			
		One-way system in place to use kitchen area. Staff to maintain social distancing within that room. Additional drink making facilities provided in additional kitchen (off of hall) – max of 3 people at a time.	3	2	6			
		Office staff – normally max 3 at a time in the room. Staff visiting office to wait at door to be dealt with or invited in.	3	2	6			
		For the immediate future (at least until April) staff in school are now required to wear a face covering in communal areas including corridors and when not seated in the staffroom. Clear visors are not recommended, except in particular circumstances including when outside whilst maintaining social distancing, where working in close proximity to a	4	3	12			

		child using a sneeze screen who needs to be able to 'read' the adults' lips / face and for staff who regularly work between bubbles and use these as an additional precaution in the classroom.						
8	Ventilation to reduce spread	<p>Natural ventilation of communal spaces will be used to provide air flow, whilst maintaining comfort.</p> <p>Natural ventilation includes high level windows (so not to provide a draught) and purging air during non-occupancy.</p> <p>Staff updated on use of ventilation.</p>	4	2	8			
9	Staff Capacity with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratio	<p>Staff shortages will be covered internally or via a supply agency.</p> <p>CEV staff members will continue to shield – as per is medical advice.</p>	3	2	6			
			4	4	16			
10	Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	Guidance and training provided to all staff ahead of the start of the new academic year. Open dialogue maintained with	3	2	6			

		all staff. Individual needs/concerns addressed sensitively and in the best interests of individuals and the school.  Pamassist is available for all staff.						
11	Contaminated surfaces spreading virus.	Children are allocated resources to be used solely by them. Table tops, resources etc are cleaned and wiped regularly.  Routine cleaning of shared resources (within a bubble) in place.  Cleaning resources provided to each classroom (including a lidded bin to ensure safe respiratory hygiene).  Midday clean in class for high frequency touch areas and toilets throughout the school.	4	2	8			
			4	2	8			
			4	2	8			
			4	2	8			
12	Using play equipment - multiple use	Each bubble to be allocated a set of play equipment – these are not shared between bubbles.  Sports equipment that is shared is cleaned between use.	4	2	8			
			4	2	8			

13	Lessons or activities to take place outdoors in line with social distancing	Social distancing is encouraged for all lessons/ activities outside.	4	2	8			
14	Shared resources and equipment increasing spread	<p>The sharing of stationery and other equipment is prevented where possible- where this is not possible the equipment is cleaned after use. Additional equipment is made available in order to enable pupils to have sole use.</p> <p>Individual play equipment, such as skipping ropes, balls etc is being introduced from the 1<sup>st</sup> June 2020.</p>	4	2	8			
15	Cleaning staff and hygiene contractors capacity - providing additional requirements	<p>Cleaning staff have been instructed to do additional cleaning- (cleaning high touch/ traffic areas, equipment, table tops and surface areas) resulting in agreed additional hours.</p> <p>Addition midday clean in place to focus on high frequency touch areas and toilets.</p>	4	2	8			
16	Sufficient handwashing facilities for staff and pupils	Where a sink is not nearby, hand sanitiser has been provided in all classrooms / learning environments, entrance	4	3	12			

		<p>foyer –Soap and warm water is the preferred cleaning method and is encouraged for all staff and pupils.</p> <p>All staff and pupils to clean their hands on entering the school and before/after being outside and lunch times.</p> <p>An additional sink facility has been built outside on the KS2 playground to ease the washing of hands.</p> <p>Staff to manage the washing of hands for all pupils as they enter school and before/after being outside. Staggered break/lunch and drop off/collection times will ease the volume of pupils needing to wash their hands at any one time.</p>	4	2	8			
17	Additional time for staff and pupils to carry out handwashing	The expectation is that hand cleaning happens regularly and is adopted as normal practice.	4	2	8			
18	Handwashing practice with children	Children have had hand washing re-modelled to them. They are expected to comply with this and to demonstrate to adults how they can do this.	4	2	8			

		Handwashing with younger children is supervised.  Visual WHO posters are placed at all sink areas as prompts on handwashing practices.	4	2	8			
19	Sufficient supplies of soap and cleaning products	At present the school has not had a problem purchasing cleaning products and has a good supply of these resources onsite.  Additional stock has been purchased ahead of the start of the new academic year.	4	2	8			
20	Toilets being overcrowded	The nearest toilet facilities to classrooms to be used by bubbles. Volume of pupils accessing toilets to be monitored by school staff (pupils should be able to maintain social distancing whilst accessing facilities)	4	2	8			
21	Vulnerable groups who are clinically, extremely vulnerable.	Vulnerable groups/children identified by SENDCo.  Parents consulted regarding return to school procedures.	4	3	12			

		<p>Delayed start and early collection in place to ensure vulnerable children are not mixing with higher volumes of people.</p> <p>Pupils positioned in class to enable social distancing and where good ventilation is in place.</p>	4	3	12			
22	Children with EHCP	Risk assessment specific to individuals have been carried out before pupils' attendance. These are reviewed if circumstances change.	4	2	8			
23	Member of a class becoming unwell with COVID19	<p>If a child is suspected of having Covid-19 they will be expected to be collected. Whilst awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. The member of staff allocated to support will have access to PPE, including gown and visor. Staff will follow DfE/ Gov guidance, will contact parents and conduct a</p>	5	4	20			

		<p>deep clean afterwards of all possible infected areas.</p> <p>School will communicate and support families regarding the necessity of getting a test and reporting the result back to school and will follow the advice of PHE throughout the process.</p>	4	3	12			
24	Staff understanding new changes – safe practice at work & in classroom. Teaching in a safe environment.	<p>Plans/ guidance is updated regularly. Any change is circulated with staff immediately.</p> <p>March 8<sup>th</sup> guidance circulated to staff in good time.</p>	3	2	3			
25	Accessing testing arrangements are clear for all staff	<p>Latest advice and guidance about testing arrangements will be circulated to staff as and when it is updated.</p> <p>In school test kits will be given out to pupils and staff who are finding it challenging to book a test. Pupils and staff will remain in isolation until a negative test has been returned, or 10 days have passed from the onset of symptoms (if they were symptomatic), or 14 days</p>	4	3	12			
			4	2	8			



		<p>(if isolating because a close contact showed symptoms/returned a positive result)</p> <p>From 22.01.21 all staff have been offered /provided with Lateral Flow test kits and are able to (voluntarily) take bi-weekly tests, the results of which are reported to school and the NHS.</p> <p>A positive test result leads to a PCR test being taken and internal Track and Trace / isolation being put into place.</p>							
26	Conditions for use of face masks or other equipment when dealing with a symptomatic child are clear and understood by staff.	<p>If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then</p>	4	3	12				

		eye protection should also be worn- this protocol is known to all staff.						
27	Use of PPE	<p>PPE will be made available for staff as and when needed- see above. However, staff will be able to wear face coverings if they wish- the school will provide one or they may bring their own in from home. PPE equipment will be kept in the first aid room.</p> <p>Staff should wear a visor (provided by school) if they are working with children from different bubbles or are in contact with parents/families (drop off and collection)</p>	3	2	6			
			3	2	6			
28	Travel to school and provision of safe school transport:	<p>Parents and children will be encouraged to walk or cycle to school where possible</p> <p>Pupils who are using public transport, or wear a mask/face covering on their journey to school, will remove their mask/face covering before they enter the school building (wash hands; remove and dispose of mask or place into a</p>	4	3	12			
			4	2	8			

		plastic bag (if reusable); wash hands again)						
29	School Transport arrangements support changes to school times	<p>Liaising with the School Transport Team before changes are made.</p> <p>Contractors and staff will follow SSoW</p>	4	2	8			
30	Kitchen facilities comply with latest Covid19 guidance to reduce risk of infection/contamination	<p>Current guidelines will be continued to be followed as there is no change to the school's provision.</p> <p>The school uses CATERed and will ask for assurances, such as weekly checks to ensure that there are no barriers/blocks for continued provision and that any issues have been addressed on their RA.</p>	3	2	6			
31	Food that is able to be prepared on premises is compliant with Covid - 19 health and Hygiene guidance	As above- school has seen CATERed RA and is supporting its implementation.						
32	Catering staff are operating in a safe environment	<p>Social distancing where possible will be expected.</p> <p>Reduced contact with pupils as the majority of pupils will be eating lunch in their classrooms.</p>	3	2	6			
			3	2	6			
			3	2	6			

		Tables and chairs will be cleaned between use by bubbles in the hall.							
33	Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	<p>Parents, carers or any visitors, such as suppliers, cannot enter the site if they are displaying any symptoms of coronavirus. All visitors, suppliers, and contractors will be told that only pre-arranged calls will be allowed on site. Ad hoc deliveries will be required to contact school through intercom before accessing site.</p> <p>Contractors and visiting professionals will need to complete a self-declaration/risk assessment and return to school before their visit. This includes the need to inform the school if they develop symptoms 14 days prior to their visit in school.</p> <p>Parents visiting on site will need to complete a self-declaration/risk assessment.</p> <p>Track and trace systems are in place and include all visitors.</p> <p>School systems, including hand washing</p>	3	3	9				
			3	2	6				
			4	2	8				
			3	3	9				
			3	2	6				

		<p>requirements, will be explained to all visitors. All visitors will be supervised/chaperoned whilst on school site (outside of drop off/collection arrangements).</p> <p>Visitors (contractors/parents, for example) will be asked to wear a mask whilst moving through the communal areas of the school. If attending a meeting, the visitor can take off their mask when seated in the well-ventilated meeting room.</p> <p>Parents/families are now required to wear a face covering whilst on the school site (including at drop off and collection)</p>	3	2	6			
34	Parent aggression due to anxiety and stress.	<p>All parental drop off and collection times, processes etc, including protocols for minimising adult to adult contact (for example, which entrance to use) to reduce anxiety, have been explicitly communicated with all parents and carers. Parents/ carers not</p>	4	3	12			

		<p>observing protocols will be asked to leave the site.</p> <p>Marshalls will be placed on the identified entrances onto the school site at both drop off and collection to be available to support parents/carers.</p>	3	2	6			
35	Music provision in school	<p><b>Music Tuition – additional actions</b></p> <p>Music teacher to wear a mask and regularly wash hands/use hand gel.</p> <p>Groups tuition will be maintained in year group bubbles.</p> <p>The room will be well ventilated with the door and window open.</p> <p>No instruments will be shared between pupils.</p> <p>Any communal resources (music stands, for example) will be cleaned between classes.</p> <p>Wind instrument tuition will take place in a larger room (hall, library)</p> <p>Only 2 pupils will be taught together at any one time.</p> <p>Pupils will wash their hands before and after attending music tuition.</p>	4	2	8			

		<p><b>Choir – additional actions</b></p> <p>Pupils will only take part in their year group bubbles.</p> <p>Choir will take place in the hall, and the hall will be well ventilated.</p> <p>Pupils will be front facing and socially distanced at all times.</p> <p>Only one choir 'bubble' group will attend each week.</p> <p>Pupils will wash their hands before and after attending choir practice.</p>	4	2	8			
		<p><b>Orchestra – addition actions</b></p> <p>Pupils will only take part in their year groups bubbles.</p> <p>Orchestra will take place in the hall, and the hall will be well ventilated.</p> <p>Pupils will be socially distanced at 2 metres at all times.</p> <p>Pupils will be front facing and remain so throughout the practise.</p> <p>Only one year group 'bubble' will attend each week.</p> <p>Pupils will provide their own instruments and these will not be shared.</p>	4	2	8			

		Pupils will wash their hands before and after attending orchestra practise.						
36	Pupils wearing face coverings/masks on school site and within the building.	<p>Pupils do not need to wear face masks/coverings in school because:</p> <ul style="list-style-type: none"> <li>- the establishment of bubbles.</li> <li>- mixing into bigger year groups bubbles only takes place outside.</li> <li>- internal movement is limited and external doors used to enter and exit classrooms.</li> <li>- staggered break/lunch times and drop off/collection</li> <li>- front facing in classrooms</li> </ul>	4	2	8			
37	Volunteers supporting bubbles during the school day	<p>All volunteers will follow the protocols in place for staff (as above).</p> <p>Volunteers will remain in a single bubble.</p> <p>Volunteers will complete the self-declaration and complete Track and Trace procedures on every visit into school.</p>	3	3	9		3	2
			3	2	6			6
			3	2	6			



		Volunteers will be 'inducted' into school by a member of SLT to ensure they understand the protocols in place for handwashing and social distancing.	3	2	6			
38	Lateral Flow Testing of staff.  A Positive LFD result returned.  Injury due to improper use.	PHE advice sought immediately upon the return of a positive LDF result – bubbles will close as per their advice. Staff member books PCR confirmatory test.  Staff member isolates and track and trace systems identify close contacts. Close contacts begin a 10 day isolation period.  Any injuries caused by the home testing kits will be reported using the information provided in the information booklet.  2 void results = PCR test.	3	4	12			
			3	3	9			
			3	2	6			

**Action Plan**

Hazard	Action Required	Costs / resources required	Target Date	Action by whom?	Completion Date
1	Additional markings are to be introduced, enforcing 2m distancing on school entrance pathways.	Site manager time/ paint	01.06.20	C.F	
2	Key messages reinforced by contacting parents/ carers again with texts, letters and via school website/ Facebook.	none	01.06.20	CM/ Office	
3	Additional external hand basins are being purchased to go outside. This will ensure that all pupils can wash their hand before entering/ re-entering the classroom/ school building.	£1000 site manager	01.06.20	CM/ DV	
4	Purchase of additional resources to enable the return of more pupils (lidded bins, for example)	£750	01.09.2020	RJ	
5					
6					
7					
8					
9					
10					

I confirm that this risk assessment is an accurate reflection of the risks and controls in place

**YES** / NO

The further action required, as outlined in the Action Plan above, will be achieved by the target dates

**YES** / NO – see below\*

\*Manager's comments (if further resources are required etc).....

**Signed by responsible manager:** NAME Peter Lewis-Cole

Signature



Date 15.08.2020

Review date: Ongoing