

The Piggott School: Charvil Primary

Risk Assessment of:	Continued full opening to all year groups during the COVID-19 pandemic
Risk Assessor	Ken Hillerton

Related documentation:

[DFE guidance](#)

Behaviour Policy amendments

Activity	What are the Significant Hazards?	Risk Level - High/Medium/Low	Persons at Risk	Control Measures	Risk with controls in place
Local position	There have been 745 confirmed cases in Wokingham, out of a local population of 167,979, as of 1 st October 2020. This has increased significantly since the beginning of term. See Wokingham Situation Report for further details.	High	All users	Work with the local authority continues to update schools with the local picture. The control measures set out below have been identified to control the risk of an outbreak within school.	Medium to Low
Site preparation	Water temperature checks	Low	All users	Weekly checks to continue as normal over the summer break.	Low
	Gas safety	Low	All users	Boiler maintenance up to date.	Low
	Fire safety	Low	All users	Weekly fire alarm testing to continue as normal over summer break.	Low
	Kitchen equipment	Low	All users	Kitchen equipment has been audited this year and actions completed.	Low
	Specialist equipment used by pupils	Low	Partially able users	Chairs to be safety checked by staff team and DHT.	Low
	Security including access control and alarm systems	Low	All users	New sign-in system has been implemented where names are moved up when staff come in and taken down to sign out – means staff only touch their own name.	Low
	Ventilation	Low	All users	School ventilation is good. Windows to be opened in each classroom to assist with ventilation prior to opening. Doors and windows to be opened during school times. Requires secure site – gates to be locked by site team at 9:05am and opened at 2:45pm.	Low

Cleaning and hygiene	The availability of soap and warm water in every toilet and areas used for personal care.	High	All users	Cleaners / site team to conduct checks of soap levels in each toilet and classroom. Parents and staff clearly advised to remain home if displaying symptoms and access a test.	Medium
	Staff/Pupils arriving at school with contaminated hands.	High	All users	Hand sanitiser stations to be placed at each entrance and pupils to wash hands on entering the school building.	Medium
	Disposal of waste	Medium	All users	Lidded bins available in each room for disposal of waste. These will be double-bagged when emptied.	Low
	Access to tissues	Medium	All users	Multiple tissue stations to be placed in classrooms. Staff and pupils to wash hands with soap and water after blowing their nose or touching their face with a tissue. To be immediately disposed of into a lidded bin.	Low
Uniform	Pupils to wear normal school uniform	Low	All pupils	Washing uniform after use is no longer essential and washing should return to the normal cycle that parents would follow.	Extremely low
	Staff to follow staff dress code	Low	All staff	As uniform washing is no longer required, staff also do not need to wash their clothes as regularly. A return to staff dress code will highlight the importance of uniform requirements to pupils and parents.	Extremely low
Movement around the school	Contact between bubbles	High	All users	Pupils and staff to remain in their designated rooms. Access to outside designated areas is timetabled to reduce contact between bubbles. External doors to be used where possible. Frequent cleaning of high touch surfaces e.g. photocopiers, door handles, table / counter tops, light switches, telephones, chairs, toilets and toilet handles, sinks and taps. Teacher to only use classroom computer or school-provided laptop on site and this should be cleaned down, along with external mouse and keyboard on a daily basis at the start and end of the day using either the spray or the disinfectant wipes provided. PE schedule in place which gives each bubble their	Medium

	Pupil understanding of measures in place	High	All users	own equipment for the term. Pupils to attend school on PE days wearing PE kit to eliminate need for changing and PE kits to be stored in school. Pupils to be carefully re-inducted into school life. Pupils to be inducted on behaviour expectations (see Covid Behaviour Policy), having been shared with staff and parents. Consequences in place for unsafe behaviour.	Medium
	Passing in the corridor	Low	All users	Accepted as low risk by DFE. Adults to escort pupils to toilets and back to ensure handwashing and to eliminate mixing of bubbles. Adequate spacing to be left between pegs in use. Pupils to limit the items brought to school e.g. coat, lunchbox and book bag. Pegs back in use – adults to supervise to ensure no mixing of bubbles. Personal lunchboxes and water bottles to be kept in allocated areas for each bubble.	Low
Staffing availability	Staff identified as clinically extremely vulnerable	High	Clinically extremely vulnerable	SLT to monitor governmental guidance on shielding which will be paused on 1 st August. Risk assessments in place for high risk staff.	Low
	Staff identified as clinically vulnerable	Medium	Clinically vulnerable	SLT to monitor governmental guidance on shielding which will be paused on 1 st August. Risk assessments in place for high risk staff.	Low
	Staff living with clinically vulnerable or clinically extremely vulnerable people	Medium	Members of the school who are identified as living with a clinically vulnerable or clinically extremely vulnerable person	SLT to monitor governmental guidance on shielding which will be paused on 1 st August. Risk assessments in place for high risk staff.	Low
	Head / deputy unavailability for work	Medium	All users	The headteacher and two deputies will always ensure that at least one is available for work.	Low
	DSL availability on site	Medium	All users	Should all fall ill at the same time, wider capacity is available through the secondary leadership team. 4 members of staff are DSL trained. If DSL falls ill, the three DSOs would step up as arrangements would indicate.	Low
	Consistency in staff to minimise movement between classes.	Medium	All users	Teachers e.g. for PPA are now allowed to go between bubbles. Teachers to remain 2 metres apart from pupils where possible and appropriate to	Low

	Sufficient cleaning staff to eliminate other members of staff needing to clean Social distancing and space available	Medium High	All users All users	do so. High touch surfaces and toilets to be cleaned between 10 and 11am and 2pm and 3pm. DfE guidance states that social distancing does not need to be maintained in schools, except the teacher should remain 2 metres away from pupils at the front of the class. This would be the same for the Teaching Assistants. Adults will need to get closer to a child to conduct First Aid or to comfort a disconsolate child. School closed to individual bubbles or Year groups in the first instance. Further to the above, SLT will contact PHE for further guidance and follow advice given. In case of school closure, parents would be contacted to alert them of closure. Collection to begin immediately. SLT members available to look after bubbles with insufficient staffing. This should take place outside, where possible.	Low Medium Medium
	Staffing levels fall below that required for the school to run safely.	High	All users		
Maximum safe group sizes	Social distancing	Medium	All users	Maximum group size of 30 pupils. Where possible, teachers and teaching assistants should remain 2 metres from the pupils in their class. Time spent within 1 metre of any child and face to face contact must be kept to a minimum. Working side by side with a pupil instead of face to face can support this. Desks to be organised in rows, with the exception of Foundation Stage, to minimise risk of transmission across tables and within groups.	Low Medium Medium
	Organisation of desks	Low	All users	PPE (aprons, gloves and masks) available for First Aiders and for the undertaking of any intimate care needs. Masks and gloves can be worn by members of staff, if they wish to.	
	PPE availability	High	All users, particularly cleaning staff and First Aiders	Should stock of PPE be depleted and further stock cannot be sourced, the school would have to close until it became available. Remote learning would be available in this instance.	
	PPE becomes unavailable	High	SEND pupils	ALL EHCP pupils attending school with a high level of need will continue to be supported. Adults will maintain social distance from the child, wherever possible. Adaptations and adjustments for these	Medium
	SEND pupils having access to support	High			

				pupils will be made with oversight and advice from the SENCO.	
Use of resources	Teaching support resources	Medium	All users	Shared equipment between bubbles e.g. Numicon, phonics resources, science equipment etc. to be cleaned after use in preparation for the next group. Equipment e.g. hula hoops, balls, bean bags to be shared out so that each bubble has their own equipment for play times. Main play equipment out of bounds to all pupils. Pupils to have their own pack of frequently used items e.g. pencil, pen, ruler, pencil sharpener, rubber etc. in a zip lock wallet. Other common resources such as number lines, phonics mats, spelling frames etc. can be added to these packs.	Low
	Playground equipment	Medium	All users		Low
	Personal equipment	Medium	All users		Low
Start and end of school day	Social distancing and overcrowding playground at these times.	High	All users	Parents not allowed access to school site. Staggered start and end times for parents using the same entrances and exits. Expectation placed on parents to adhere to social distancing guidelines. Teachers to apply hand-sanitiser on all pupils' hands on entry to site. Pupils to wash hands once entering school building.	Medium
	Cleanliness on entering school premises	High	All users		Medium
Visitors to the school	Parents	Medium	All users, particularly front line staff	Parents only permitted access to office if delivering essential items e.g. medication, or in an emergency. Social distancing set up in office with parents informed not to approach the desk with a barricade. Glass screen has been installed. Any visitors attending to support SEN pupils will be allowed access. They will have to maintain social distancing but can be provided access to support these pupils. Details to be kept on sign-in sheet for purposes of Test and Trace. Volunteering will not resume until the situation allows. School perimeter to be secured between 9:05am and 2:45pm so that access can only be granted from within the school.	Medium
	Authorised visitors	Medium	SEN pupils		Low
	Volunteer readers etc.	Medium	All users		Low
	Unauthorised visitors	High	All users		Medium
Break times	Social distancing	High	All users	Pupils to remain in bubbles at all times. Pupils to be reminded of social distancing requirements	Medium

	Trips and falls	Low	All users	throughout the day and these will be enforced at play times and lunch times as well. Activities to remain structured to eliminate risk. Play equipment not in use. Pupils to remain indoors and use resources available for the bubble within classrooms. Breaks to be planned and followed by all staff without compromising bubbles.	Low
	Wet play arrangements	Low	All users		Low
	Staff breaks	Low	All staff		Low
Meals	Preparation	Medium	All users	Hot meals to resume – to be eaten in classrooms or outside using take away containers. Foundation Stage to eat in the hall.	Low
	Consumption Cleaning surfaces after lunch	Low Medium	All users All users	Meals to be eaten outside wherever possible. Lunchtime supervisors to clean tables after use in preparation for afternoon learning.	Extremely low Low
Administration of First Aid	Staff breaking social distancing to administer First Aid	Medium	First Aiders	Gloves should be worn if a distance of 1 metre cannot be maintained. If cleaning wounds or applying plasters is required, the First Aider should, where possible, advise and observe the child doing it, from a distance. Where closer contact is required, this should be done as carefully as possible in the circumstances.	Low
	Administering First Aid to a young person or learner who becomes unwell with symptoms, primarily, but not limited to: <ul style="list-style-type: none"> • A high temperature • A new, continuous cough • A loss of, or change to, sense of smell or taste 	High	First Aiders	A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical 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 eye protection should also be worn. All waste to be double bagged and left for 48 hours before disposal. Pupil to be isolated in the hall with supervision from DHTs until parent collects.	Medium
Mental Health and Wellbeing	Mental health of pupils	Medium	All pupils	Pupil wellbeing and mental health is supported by a return to school and routine. This will remain a focus for the school with access to Nurture and other resources through referral to the SENCO. Information from Summer Term 2020 parent phone	Medium
	Pastoral support for pupils	Medium	All pupils		Low

	Mental health of staff	Medium	All staff	calls handed on to new class teachers and actions will be implemented. Additional handover information has also been provided through meetings between class teachers and the DSL to ensure all relevant known information is provided to class teachers. Regular contact will be maintained, via Microsoft Teams or face to face if circumstances allow it implementing the appropriate social distancing requirements, with weekly meetings taking place. Wellbeing will always be an agenda item on these. Key Stage Leaders to provide support for teachers in their team. DHTs available for 1:1 discussions with staff on Teams.	Medium
	Workload	Medium		Staff and teacher workload remains a priority for the school. Meetings follow planned agenda items related to the School Improvement Plan and only take place when necessary. School will be open between the hours of 7:30am and 5:30pm. Marking will be conducted but only on work that requires written feedback. Verbal feedback is already a strength of the school and this will provide adequately for progression when supplemented with required written feedback.	Medium
Fire	Electrical equipment Kitchen equipment Gas and boiler house	All users All users All users	Medium Medium High	Any equipment on site has been PAT and passed. Kitchen staff trained on fire procedures. Checks in line with requirements – all servicing maintained and up to date.	Low Low Low
	Evacuation	All users	Low	Evacuation procedures to be followed as normal, PEEPs in place and social distancing to be followed when in fire lines.	Extremely low
Out of hours club	Checks in place by external provider have been verified by SLT	All users	Medium	Ken Hillerton has checked and verified current risk assessment. All cleaning protocols and are in place as required.	Low

This Risk Assessment has been completed by -

Name: Ken Hillerton

Job Title: Deputy Headteacher

Date: 2.10.2020

Please read and sign this risk assessment:

Signed:

Date: