

Madginford Primary School Risk Assessment January 2020

January 2020: School Closed with Remote Provision in place.

School Operating for: Children of Critical Workers and Vulnerable Children only.

Operational issues – H+S - Social Distancing in School – including: Access/Egress to the school building Movement around school Staffing and Administration Teaching spaces / bubbles Break times and Lunch time , First Aid & Medical Hand washing Vulnerable children Cleaning and Hygiene Safety Reporting a suspected case of COVID 19 Child showing symptoms of COVID 19 in school Emergency Procedures					
Activity	Hazard (something with the potential to cause harm)	Who can be harmed?	Risk (high, medium or low)	What is done now, that helps reduce the risk? (Control measures)	Is the risk still high, medium or low?
Access and Egress to the school building	Contact with others: Gates, car park, playgrounds, main reception	Children, staff and parents	Medium to Low	<ul style="list-style-type: none"> Parents must apply for a place for their child. All children attending placed within Year Group Bubbles. Children who previously attended Wrap Around Provision may continue to do so. Children may attend for part of the week if parents do not need full time provision Parents may only enter school grounds at the end of the day when they collect children from the Top Playground. 	Low

				<ul style="list-style-type: none"> • Parents must wear facemasks and social distance when they enter the site to collect • Only one parent to accompany child to the school gates at the start of the day • Year 5 and 6 may enter unaccompanied through Main Gate at Egremont Road • Year Group bubbles to be collected and dismissed by bubble staff from Top Playground daily maintaining social distancing • All children to use sanitizer or wash hands on entering & leaving the building • One way system in operation at the main gate for collection at the end of the day • Barriers and signage to be erected at the gates to facilitate one way system • All children to access/leave building via classroom external doors where possible • Parents informed that Road Crossing Patrol not available at the current time 	
Movement around school	Corridors and stair wells	Children and staff	Medium	<ul style="list-style-type: none"> • Designated outdoor break time area for all bubbles • Allocated toilets for all bubbles • Mounted wall hand sanitizers at all doors with signage • Fire doors should be propped open to increase ventilation and reduce contact • House keeper to clean throughout the morning – contact points • Cleaners to clean toilets throughout the day • One way systems where possible • Bubbles to wait for corridor areas/stairs to be clear • All toilet use to be monitored by staff from bubble to ensure social distancing is maintained where possible. • Keep to left with 2m gap between the groups of CHN • Reminders given to distance and not touch walls, doors, displays etc... • Bubbles will not move through other bubble / classrooms. Staff can before / after the school day if they maintain social distancing with other staff. • Zones can be shared at play, lunchtimes and for outdoor learning but with different timings for groups to use them. 	Low
Staffing & Administration	Offices, staff rooms, facilities	Staff	Medium	<ul style="list-style-type: none"> • Minimum number of staff on site each day with a rota system in place • Staff shielding will work from home 	Medium to Low

				<ul style="list-style-type: none"> • Staff within the clinically vulnerable category will not be assigned to a bubble, will work from home where possible and at a social distance when work means they need to be on site • Main school office limited to 1 adult. PPA room limited to 1 adult. Conference area limited to 2 adults. Art area limited to 1 adult. Photocopier rooms limited to 1 adult • Additional sanitizers shall be located next to shared items (photocopiers/kettles/printers/microwaves) • Staff to bring in and use own cups, cutlery • Staff to wash hands on entry and on leaving and throughout the day • Staff to maintain social distancing • Staff to wear comfortable easy to clean clothes • PPE will be provided for staff upon request • Office windows to be opened to increase ventilation • Meetings shall be facilitated remotely through Teams • Staff to not car share outside of family groups • Maintain social distancing when getting in / out of car • Review staffing levels and absence weekly (inc catering and cleaning teams) • Review pupil numbers daily 	
Teaching spaces / bubbles	Classrooms	Staff & Children	Medium	<ul style="list-style-type: none"> • Consistent rota of staff assigned to bubbles • Bubbles will use own indoor and outdoor teaching space • Children should have own stationary items which will remain in their tray and will not be shared • Cleaning equipment will be allocated to each classroom including disinfectant, tissues, wipes and a lidded bin for disposal • Hand washing station will be in place in each classroom • Desks will be cleaned before and after eating if anybody sneezes/coughs and regularly • Lidded bins will be emptied throughout the day • Windows and external doors will be open to facilitate ventilation • Any shared resources used (such as PE equipment, plastic toys will be cleaned after use) 	Medium to Low

				<ul style="list-style-type: none"> • First aid supply will be provided for each bubble with PPE for staff if required • All toilet use to be monitored by staff from bubble to ensure social distancing is maintained where possible. • Children keep to their desks when in the room wherever possible • Social distancing charter created for and with the children – (Include instructions how to line up, use of toilet, moving around the classroom etc...) Charter re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence and reminders given / possible sanctions for non-compliance • Ensure children hang coats away from others. At least 1 peg space between or store own items on /below allocated desk • Own water bottles brought into school each day • No assemblies, trips, visitors in school 	
Break times and Lunchtime	Playgrounds Classrooms Field	Staff and Children	Medium	<ul style="list-style-type: none"> • Designated area for break times so bubbles do not mix • Bubbles will have an allocated outdoor area at lunchtime • Wooden Playground equipment will not be used • Bubbles will be supervised by a Mid-Day Meals Supervisor at lunchtime or a TA • Children will eat lunch in their bubble • Mid-Day meals Supervisors will carry first aid equipment • Children will use own allocated toilets at break time and lunchtime 	Low
First Aid/Medical		Staff and children	Medium to Low	<ul style="list-style-type: none"> • PPE advised to be used by adults if in close contact with children or an adult to protect themselves and the child • Grab bags to be updated for children in each bubble group and taken outside if evacuation as normal procedure • SLT to check number of First aiders in school each day • Reminder sent to parents to bring in medicine (week beginning 5th January) • Medicine and HCP kept in classroom bubble where pupil is allocated (not office as usual procedure) • Teacher to ensure it is placed out of reach of all pupils (e.g. top shelf of cupboard). Only equipment that can be easily cleaned will be used • All equipment will be cleaned after use and thoroughly dried before use by another bubble 	Low

				<ul style="list-style-type: none"> No sports coaches will attend 	
Hand washing	Hygiene	Staff and children	Medium	<ul style="list-style-type: none"> Hand washing posters displayed around the site Children to use hand sanitizer on entry and on leaving Children to be directed to wash hands throughout the course of the school day including before eating and after eating, when using the toilets, when moving around the building, when using any shared resources Teaching staff will use teaching resources to enable modelling of good hygiene Hand washing station within each classroom Lidded bin within each classroom emptied throughout the course of the day 	Low
Vulnerable children		Staff and Children	Medium	<ul style="list-style-type: none"> EHCP pupils have either a RA (because of their individual vulnerability) or are contacted by SENCO/Teacher/FLO weekly at home. EHCP– All RAs for vulnerable pupils and those with EHCP or 1:1 support will be shared with all staff working with these children. The RA will cover the adults working with them also (e.g. frequency and supervision of hand washing, adherence to social distancing reminders) All HNPs will be shared with staff working with these pupils and details on HNP will be followed If pupils display behavioural needs that risk social distancing then full RA to be agreed with parents, not returning until in place and monitored. If risk is too high pupil to work at home. 1:1 TAs may be able to work with pupils if staff and pupil are in school whilst maintaining 2m distancing. This may be quite different to usual provision but if not available, due to small group sizes, extra support would be offered. Senior leadership contacting parents of children with 1:1 support w/c: 5th January. 	Medium to Low
Cleaning (pupils off -site)	Surfaces and equipment	Staff	Medium	<ul style="list-style-type: none"> Cleaners to use relevant PPE – aprons and gloves (disposable) Cleaning in progress signage will be used Cleaning will take place at the end of each school day after children have left Stock will be replenished before the start of the school day (hand sanitizers) Cleaners will be instructed on how to clean an area Enhanced cleaning will take place on a Friday afternoon when the majority of staff and children have left 	Low

				<ul style="list-style-type: none"> • COSHH Substances will be kept out of reach of children • Site Manager will ensure cleaning is in line with all updated guidance 	
Cleaning (following a suspected case of COVID 19)	Transmission	Staff and children	Medium	<ul style="list-style-type: none"> • Affected rooms will not be used until deep cleaning can start • Cleaners to use relevant PPE including eye protection and masks • Used items of PPE and cleaning materials will be double bagged and disposed of after 72 hours as per KCC guidelines • Cleaning in progress signage will be used • COSHH Substances will be kept out of reach of children • Site Manager will ensure cleaning is in line with all updated guidance 	Low
Reporting a suspected case of COVID 19 (not at school currently)	Transmission	Staff, parents and children	Medium	<ul style="list-style-type: none"> • If staff, parents or pupils have symptoms – stay at home and apply for a test. • Staff to follow normal absence reporting procedure • If the test results are negative affected persons can return if they are fit and healthy • Following a positive result the school must be notified as soon as possible in order that the bubble can self- isolate and apply for a test • The school will inform bubble parents if a child/adult within the bubble displays symptoms. • School to follow advice from PHE (latest advice) 	Medium to Low
Child showing symptoms of COVID 19 (in school)	Transmission	Staff, parents and children	High-Medium	<ul style="list-style-type: none"> • Child to be moved to isolation room • One in each block • Monitoring staff member to wear PPE • Parents to be contacted to collect • Parents of children within the bubble informed • Cleaning carried as per cleaning section above • School to follow Public Health England and DFE guidelines 	Medium
Emergency Procedures	Fire Drills, Lockdown, Evacuation	Staff and children	High	<ul style="list-style-type: none"> • Social distancing when lining up to be practised and discussed in Key Worker Bubble groupings for evacuation. • HT / SLT to lead evacuation as usual procedure with office team bringing out registers, grab bag, etc. • Lockdown as usual procedure 	Low

				<ul style="list-style-type: none">• Each bubble / group to talk and walk through emergency procedures/ fire drill when back. Use plans for exits displayed in each classroom.	
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