

**COVID Risk Assessment – ALL PUPILS
March 2021**

Location / Site	Preesall Fleetwood's Charity School
Activity / Procedure	Opening for all pupils
Assessment date	8/3/21
Assessment serial number	

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	Yes

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Lack of social distancing in the classroom resulting in direct transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Remove excess furniture and rearrange classroom to increase space for desks. 2. Pupils will sit forward facing where appropriate Willow/Maple/Elm 3. Class Charter on safety guidelines to be revisited so children understand expectations – (Include instructions how to line up, use of toilet, moving around the classroom and school) Charter re-visited and modelled through the day and linked to school behaviour system – lots of recognition of adherence to policy 4. Lessons planned for individual work or paired work where possible. Group work permitted within bubbles. 5. Teachers will organise materials for pupil use prior to arrival of pupils – work/equipment on pupil desks 6. Where possible staff to be at front or side or back of room 7. Conversation in the classroom from adult height, where appropriate 8. If close feedback or communication needed – side to side not facing child 9. Set seating plan so children have their desk which is the same every day 10. Coats kept on backs of chairs for pupils in Years 1-6. Pre-School/Reception pupils may use cloakroom in classroom and will be sent in small groups at a time. 11. Children stay in their class for the majority of the time. 12. Playtimes – in bubbles (2 bubbles can be out at break at a time using different areas of outdoor space). Bubbles (children and staff) must not mix – 2 metre distance at minimum 13. Water bottle/writing equipment/resources for lesson on desks or under desk to remove need of children moving around classrooms (individual tray units will not be used) 14. Ensure good ventilation in each classroom all day (windows or doors open – if cold, open during breaks) 15. PE outside whenever possible or in the hall if weather is bad. Pupils come to school dressed suitably for PE. 16. Teachers encouraged to use outdoor space for lessons as much as possible when weather permits 17. BUBBLES: Children - Whole of the school day will be in bubbles including break time and lunchtime. Staff – majority of the school day will be in bubbles. NB Ensure 2 metre clear access to all exits. 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Cleaning staff to clean toilets first thing each morning before pupils arrive 2. Toilets to be cleaned during the day (11:20 – SS) 3. Pupils to be encouraged to use the toilet at break times as much as possible. During lesson time – 1 at a time only and supervised if possible by staff. 4. Children instructed – if cubicles are in use – wait outside and ensure social distancing (staff to remind and enforce) 5. All sinks can be used by a bubble but if pupils from different groups are at sink area, pupils must wait until area is clear (staff need to supervise where possible) 6. Hand gel used after toilet use as well as washing hands before entering classroom/hall 7. Children encouraged to wash hands thoroughly for at least 20 seconds 8. Extra Signs in toilet re washing hands 9. Paper towel dispensers in sink areas – recommended rather than driers and bin to be emptied at regular intervals (link to toilet cleaning rota). Driers are turned off 10. Extra soap, tissues and paper towels ordered to ensure we do not run out 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Lack of social distancing waiting to enter classroom in morning resulting in direct transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Staggered start times. Pupils have designated waiting areas on the playground. They will be directed into school by a member of SLT. Pre-School parents will take children to the pre-school door, Ash Class parents take children directly to Reception door, Oak Class will be taken to Oak side door and Elm Class through front door. Groups will not mix. 2. Face coverings must be worn by adults when dropping children off and waiting on playground to collect child. (SLT to be consulted if child wants or needs to wear in school.) Any parents who have prearranged to come into school should wear a face covering. 3. Instructions shared re social distancing between families in the morning with parents and children – specific information sent home to parents. 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. **Staggered playtimes** and allocated play area for class groups (see timetable)
2. **Reduced playtime equipment – hard surfaces and can be easily cleaned (LABELLED BUCKET OF TOYS PER BUBBLE)**
3. Games discussed which encourage social distancing
4. Staff supervision throughout – bubble staff not to mix and ensure more than 2 metre distancing between each other.
5. Pupils need to be led by staff in a controlled manner to designated play area – not through another group of children **(around edge of playground).**
6. Staff on break duty with a bubble they are not with during the day will wear a mask

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Lack of social distancing when eating lunch resulting in direct transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. All pupils will eat in the hall in bubbles (see timetable). Different classes will sit on separate tables spaced over 2m apart. Pupils stay seated. 2. No salad bar. Fruit and cakes/biscuits will be individually wrapped and on trays 3. Tables and seats wiped down between use 4. Welfare/lunch rota staff to keep at a safe distance from pupils and should wear face mask 5. School lunches/drinks will be served to the pupils at their tables by staff 6. Staff will clear trays when pupils have finished lunch 7. Staff will escort classes of pupils to and from the hall for dinner to ensure they do not mix with other classes 8. Any pupils on packed lunches will bring a disposable lunch 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Lack of social distancing in the corridors resulting in direct transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Children will stay in their classroom for most of day and supervised by staff when moving around school 2. One boy and one girl going to toilet at one time 3. Messages to office via pre-school phone/email or staff mobile for emergencies only 4. Agree instructions with children concerning going and returning to toilet 5. When moving class around the school – keep in bubbles – closely supervised by staff – Staff keeping at least one metre away from children where possible and being careful to avoid other bubbles 6. Alcove areas cleared and used for passing areas 7. Members of SLT will monitor movement around school and on corridor 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Contact of shared resources resulting in indirect transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Children have own stationary packs or equipment pots from year 2 – 6. Staff will make sure they understand they cannot share or borrow equipment. PS/R/1 pupils will have limited equipment/resources available 2. Pupils will be asked not to bring any personal items to school except a coat and their lunch (reading folder on a Monday) 3. Lunch boxes and coats will be stored in the classroom. Pupils will come to school wearing suitable clothing on PE day. 4. Tubs of resources for pairs if needed – maths cubes etc 5. Resources such as books/games/equipment can be used by the bubble but not shared between bubbles 6. Tables, door handles and other surfaces cleaned every morning by cleaning staff 7. Children in Yr2-6 allocated a white board/necessary resources and have on their desk 8. Resources on tables ready for lesson/activity and not distributed within the lesson 9. Children required to wash hands / use hand gel before lessons and after each lesson 10. Outdoor playground equipment allocated to each bubble and cleaned each day at the end of the day 11. Resources left on front tables for cleaning – if shared within the day (staff responsibility) 12. All surfaces left clear at end of the day for thorough cleaning by cleaning staff 13. Shared resources/ carpet/any soft furnishings will be sprayed each evening with a mist of Milton by staff 14. Resources shared between bubbles should be left for 72 hours between use (note put on to say when last used and by whom) 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Well-Being of pupils - Emotional distress of the children including anxiety	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Acting Head teacher/SENCO to have made contact with families to identify any possible issues with anxiety/emotional health 2. Teachers will use SCARF/PSHE resources to focus on mental health and well-being. Any pupils struggling will be identified and given extra support by MP or TA 3. Use of school counsellor if required (needs regularly assessed) 4. Use of school CAMHS link (Joanne Collins) 5. Individual risk assessments for children with special educational and behavioural needs (MP) 	

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<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none">1. Individual risk assessments for SEN or behaviour pupils2. PPE in school in medical room if required – masks, gloves, aprons3. Some visors in school in medical room if needed4. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk5. Personal care – PPE (mask, face shield, gloves and apron)6. Administering first aid to be carried out side to side, using verbal instructions if possible. Gloves to be worn at all times and consider face shield and mask7. If child has temperature or new and continuous cough – child taken to COVID isolation bay in medical room (staff to keep 2 metre distance when escorting them or wear PPE) Staff to put on PPE and take temperature. If child has temperature or new cough then inform office and parents will be contacted. Staff in PPE to stay with child until parent arrives. Siblings also sent home. Parent told to get test and keep children off school until test has been returned. Member of SLT to make decision re children returning to school. Member of staff who was with child – removes PPE in disabled toilet/medical room and place in bin bags, wash hands and use hand gel. (Staff can return to work after this situation) Pls note the Government guidance states “Wearing face coverings or face masks is not recommended”	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none">1. Hand sanitising station in all classrooms and main areas around school2. Hand gel, soap, tissues and paper towels ordered in large quantities3. Soap dispensers kept re-filled in each classroom and in other areas around school4. Children hand wash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze5. Washing hands posters replaced in all washing areas6. Reminders how to wash hands properly – videos and posters7. Procedure agreed for children to wash hands so thorough hand washing – soap walk to back of line, rubbing hands and then rinse off when back to the front of the line.8. Timetables created to enable all children to wash hands before and after lunch, after break if	

not possible hand gel used.

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Risk of infection due to lack of cleaning resulting in indirect transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none">1. All surfaces, handles, toilets and shared equipment will be cleaned each morning by cleaning staff before arrival of pupils (following government guidelines)2. PPE will be worn by all cleaning staff – gloves/plastic apron as a minimum, mask if they wish3. Reading books given out and collected in once a week – home reading record (to be left at home and collected in once a week – Monday) Books returned will be left untouched for 72 hours4. Soft furnishings and soft / cloth toys will be sprayed with Milton solution5. Shared resources left on front desks for cleaning at end of the day by staff6. Toilets cleaned throughout the day (Sue Smith)7. Displays to be designed to engage/support/challenge children but not be interactive or encourage touching8. Shared resources/carpets/soft furnishings to be mist sprayed with Milton each evening by staff	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none">1. Those who are clinically extremely vulnerable or living with those that are clinically extremely vulnerable to complete personal risk assessment – based on staff risk assessment. These staff to keep strict social distancing from other adults and as much social distancing from children as possible.2. Staff are allowed to wear PPE when in school if they wish/when moving around school3. Staff in this category will make sure they maintain a 2m distance from other staff and pupils4. Ensure all staff know who is in the clinically extremely vulnerable category to ensure their safety5. Issuing of all relevant risk assessments to staff concerning re-turning to work – and allow them to comment and contribute	

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Risk of illness of vulnerable children and family members through direct and indirect transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
Children who are extremely clinically vulnerable or are living with anyone who is extremely clinically vulnerable - if parents have concerns to have discussion with AHT and individual risk assessment completed if necessary.	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Risk of transmission of the virus from parents/visitors/volunteers/student teachers/professionals entering school	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. The number of visitors to school will be limited to essential visits only 2. No volunteers in school whilst Lancashire is at high risk level of infection 3. Visitors who need to access different area of school will need to wear a face covering and will hand sanitise as they enter the building and as they move in and out of different areas. They will need to maintain a 2m distance from staff and pupils. 4. Student teachers will follow the guidelines in the staff risk assessment 5. Any prospective parents will be shown around school by the AHT after school hours 6. Visiting professionals will wear a face covering until they have been shown to the space where they are to meet the child/teacher (large, airy, well-ventilated space) they will be asked to hand sanitise as they enter school and the area will be wiped down with anti-bacterial spray after use. They will be asked to keep to a 2m distance from staff/pupils and to use their own equipment (any resources they bring into school should be kept to a minimum) 7. Parents will be advised to make an appointment if they need to come into school for a meeting and will be asked to hand sanitise and wear a face covering. Phone appointments or Zoom meetings would be preferred. They will be asked to communicate with the office via phone or email. If they need to come to the office, this will be via the window from the porch and only 1 parent at a time can be in that area 8. Parents waiting to collect pupils from the playground or classroom door must socially distance from each other (at least 2m) and stand in designated areas. Only 1 parent can be on school grounds to drop off or collect a child. Parents dropping off children at classroom doors must be aware of the need to socially distance and should wear a face covering. 9. Any letters needing to be returned to school should be emailed where possible, posted through the letter box or handed to AH or senior staff on arrival. 	

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OVERALL level of risk	Consider level of risk following use of control measures HIGHLIGHT the appropriate assessment of risk	
NOT REDUCED THE OVERALL RISK	REDUCED THE OVERALL RISK TO SOME DEGREE	CONSIDERABLY REDUCED THE RISK
Assessor's comments	Insert comments relevant to findings as appropriate	

Name of assessor	Signature of assessor	Date

Manager's comments	Insert comments relevant to assessment as appropriate

Name of manager	Signature of manager	Date

Risk assessment review 1	
Date	After day one
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	

Signature of those involved in the Review

Risk assessment review 2	
Date	After day 3
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Risk assessment review 3	
Date	After first week
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Signature of those involved in the Review	

Risk assessment review 4	
Date	After second week
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Risk assessment review 4	
Date	After forth week
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Signature of those involved in the Review	

Risk assessment review 5	
Date	After half-term
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Risk assessment review 6	
Date	
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	