



Monkton Church of England Primary School COVID-19 Risk assessment September 1st 2021

The Government has asked schools to adhere to the following:

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term.

Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- twice weekly LFD rapid asymptomatic self testing of all school staff at home
- active promotion and engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

Please read the full DFE guidance for reference (Updated August 27th 2021), however, the salient points are covered in the risk assessment below

Monkton Church of England Primary School

Health and Safety Risk Assessment - September 1st 2020

Site	This risk assessment applies to the Monkton site.				
Subject of Assessment	September 2021 normal school opening.				
Assessed by	Wendy Stone/Chris Marston	Date	01/09/21	Review date	31/10/21
Details of workplace/activity	Pupils and staff partaking in school activities within the school premises, including general classroom activities, Breakfast Club, dining, break-times, playgrounds, pick-up and drop off (where applicable), First aid and external visitors to the school.		Persons Affected (Who may be harmed)		
			Children, Staff, Contractors and Visitors.		

Hazards and Risks - The whole risk assessment is written to reduce the core hazard and risk which is the spread of Covid-19.

Hazards and Risks	Risk level Before (High, Medium, Low)	Control Measures	Risk Level After (High, Medium, Low)	Further Actions √/X (If √ See Actions)
1 Children mixing with one another	MEDIUM	<ul style="list-style-type: none"> Attendance for all children is compulsory If children are not attending school all usual procedures will be followed - First day calling, follow up calls if no contact etc. 	LOW	Continually risk assess and

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			<ul style="list-style-type: none"> The office complies with all data requests from KCC and the DFE regarding numbers of children. Dynamic risk assessments are carried out daily to ensure that we have the right levels of staffing for the children in our care and to ensure that building ventilation guidelines can be observed, where required. Ensure routines and practices that are reviewed regularly are known to all - staff, parent/carers, children and visitors. 		monitor all year groups
2	Contact with parent/carers	MEDIUM	<ul style="list-style-type: none"> The school has informed parent/carers, children, staff and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection) School entry and exit times are staggered for the different classes. Good lines of communication are important and therefore they have email details for their child's class teacher. They have office numbers, including a mobile and email addresses to ensure they can contact us as appropriate Parent/carers have been asked to keep us up to date with their child and family's health (should they have symptoms of or be diagnosed with Covid-19) and we can use this to then inform our risk assessment. 	LOW	Ensure clear, regular and consistent communication is in place
3	Drop off / entry to the school.	M E D I U M	<p>Drop off:</p> <ul style="list-style-type: none"> Drop-off and collection points and timings and arrangements for each group have been identified, this information has been cascaded to parent/carers Parent/carers and children will use the one way system to move around the outside of the school. Adults will come through the school carpark and children will always use the main white gates Start times have been staggered for classes in order to prevent large numbers of parent/carers at the drop off points 	LOW	Ensure clear, regular and consistent communication is in place

Hazards and Risks		Risk level Before (High, Medium, Low)	Control Measures	Risk Level After (High, Medium, Low)	Further Actions √/X (If √ See Actions)
			<ul style="list-style-type: none"> Start times are designed to enable one group of parent/carers to leave drop off zone before the next group arrive Parent/carers are reminded to leave the drop off point as soon as their child/children have entered the school building <p>Entry to the school:</p> <ul style="list-style-type: none"> The children will leave their parent/carer and go straight into class Parent/carers are discouraged from entering the main building without a prearranged appointment Entrance doors for classrooms are held open, reducing the number of occupants touching the doors Hand-wash or sanitiser stations are located in the classrooms or just outside. All occupants are required to wash their hands (soap/water or hand sanitiser) on entry to the school Good hand washing signage to instruct children how to do this effectively is displayed All adults will reinforce the need for this and the method each day Help is available for children and young people who have trouble cleaning their hands independently Adults will ensure that hand washing demonstrations have been provided to children on how to adequately wash their hands. 		Enforce and monitor as needed
4	Breakfast Club	MEDIUM	<p>Preparation</p> <ul style="list-style-type: none"> The room will be well ventilated and doors will be open where practicable and safe Tables are sanitised before children enter <p>Drop off</p>	LOW	Ensure clear, regular and consistent communication is in place

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			<ul style="list-style-type: none"> Parents drop children at the Hall side door between 7:45am and 8:15am using the white gates and a one way system Children sanitise their hands on entry to the Hall <p>Breakfast Club</p> <ul style="list-style-type: none"> Children are grouped for Breakfast in their classes Staff can operate across different classes and year groups to facilitate wraparound care (Breakfast Club). Children remain in their seats until Breakfast Club has finished One child is allowed to the toilet (from each gender group) at a time. They use their own class toilet as marked. Hands must be washed before leaving the toilet and sanitised again on entry to the hall Staff will dispense all foods and drinks to order Plates, cups and cutlery to go through the dishwasher Once Breakfast is complete, children will have activities at their tables- these will be class specific. <p>End of Session</p> <ul style="list-style-type: none"> Session will finish in time for Teaching Assistants to go out on playground duty Children to leave a class at a time to go their classroom Tables will be sanitised by the lunch staff before service The hall will be cleaned each day 		Enforce and monitor as needed
5	Pickup / leaving the school.	M E D I U M	<p>Pick up:</p> <ul style="list-style-type: none"> Collection points and timings for each class have been identified, this information has been cascaded to parent/carers Access and exit from the school will be by way of a one way system, which has been shared with all parents and carers 	LOW	Ensure clear, regular and consistent communication is in place

Hazards and Risks		Risk level Before (High, Medium, Low)	Control Measures	Risk Level After (High, Medium, Low)	Further Actions √/X (If √ See Actions)
			<ul style="list-style-type: none"> • Finish times have been staggered for classes in order to prevent large numbers of parent/carers at the pick up zone • Finish times are designed to enable one set of parent/carers and children to leave before the next group arrive • Parent/carers are reminded to leave immediately once their children have been collected <p>Leaving the school:</p> <ul style="list-style-type: none"> • The children will join their parent/carer on the playground and leave the site via the white gates immediately • Parents/carers are discouraged from entering the school buildings unless they have a prearranged appointment • Exit doors are held open, reducing the number of occupants touching the doors • Children are reminded to wash hands before leaving the school building • Hand-wash or sanitiser stations are located in the classrooms or just outside. All occupants are required to wash their hands (soap/water or hand sanitiser) before exiting the school • Help is available for children and young people who have trouble cleaning their hands independently • Hand washing demonstrations have been provided to children on how to adequately wash their hands • Good hand washing signage to instruct children how to do this effectively is displayed. 		Enforce and monitor as needed
6	Lunch and Break time	MEDIUM	<p>Eating Lunch</p> <ul style="list-style-type: none"> • To reduce numbers in the hall, the school will operate on a 2-sitting system. The Lower School will eat first, the upper school in the second half of the lunch hour. 	LOW	

Hazards and Risks	Risk level Before (High, Medium, Low)	Control Measures	Risk Level After (High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<p>Break-times / playgrounds:</p> <ul style="list-style-type: none"> • Daily inspection and enhanced cleaning programs in place for external areas and equipment • All children and adults will wash their hands before going out to play and as soon as they come back into the building. 		
7	MEDIUM	<ul style="list-style-type: none"> • Staff remind children daily about the routines - when and how to wash their hands • Parent/carers are encouraged to do the same at home • Hand washing stations are in the toilets and classrooms. • All those entering the school are required to wash/sanitise their hands • Hand washing sinks are located within each toilet provision • Each class has a designated toilet • Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively • Children and staff have been shown how to wash hands properly • Help is available for children and young people who have trouble cleaning their hands independently • Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> ➢ Entry and exit from the school ➢ After using the toilet ➢ Before and after eating ➢ On entry and exit from the classroom • Teachers will remind children to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm • Toilets and wash stations have single use paper towel for drying hands. 	LOW	

Hazards and Risks	Risk level Before (High, Medium, Low)	Control Measures	Risk Level After (High, Medium, Low)	Further Actions √/X (If √ See Actions)	
8	Individual needs of children (including Behaviour)	MEDIUM	<p><u>All Children</u></p> <ul style="list-style-type: none"> • They must all be aware of how to wash their hands and when <p><u>EHCP Children</u></p> <ul style="list-style-type: none"> • Risk assessments will be completed for these children as individuals if required (Inclusion Leader) <p><u>Children with other needs</u></p> <ul style="list-style-type: none"> • Young Carers/Disadvantaged - Their wellbeing is very important and plans will be put into place for children identified in school as needing extra pastoral support. 	LOW	Children will need constant reinforcement and education about this
9	Cleaning Measures	MEDIUM	<p>The school has implemented additional cleaning/building ventilation regimes. This includes the following:</p> <ul style="list-style-type: none"> ➤ Frequent cleaning of classrooms, toilets and common areas ➤ Frequent cleaning of all touched surfaces, such as door handles, handrails and table tops. ➤ Special attention will be paid to high contact, hard surfaces ➤ Regular flushing through of air in rooms and corridors throughout the day - all doors and windows open, allowing thorough air change throughout the building. Carried out at playtimes, lunchtimes and after school. <ul style="list-style-type: none"> • In classrooms, tables will be cleaned at lunch breaks as well as being given a full clean at the end of the school day 	LOW	Monitoring of standard and frequency of cleaning. Monitoring of materials and products used.

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			<ul style="list-style-type: none"> Toilets will also be checked regularly and cleaned daily Common areas will be cleaned once a day Equipment used by the children and staff will be cleaned as necessary iPads will be cleaned by an adult at the end of the school day using the specialist cleaning materials If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be deep-cleaned. All classrooms have cleaning spray, cloths, washing up liquid, soap, buckets etc for cleaning by adults, in between normal cleaning routines by the cleaning staff Hand sanitiser is available in classrooms for adult use, but must be kept at height in shut cupboard 		
10	School Staff	MEDIUM	<u>General</u> <ul style="list-style-type: none"> Staff are briefed and consulted on school procedures All school staff are asymptotically self tested twice per week at home (except those who have tested positive for Corona Virus-exempt for 90 days) A positive LFT must be followed by the statutory quarantining period and a PCR test to confirm diagnosis, following advice from NHS Test and Trace from this point Staff have had sufficient training and briefing regarding infection control and school protocols Staff are up to date on other related guidance and support in relation to themselves and children such as stress and wellbeing including: https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak 	LOW	Updates for staff as guidance changes and working practices develop

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			<ul style="list-style-type: none"> In relation to mental health and stress support organisation, details are available to staff including confidential employee help lines and information that can be provided to children There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively. The Staff know who to contact should a hazard be identified and the reporting mechanism is clear and accessible Talks with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful. Individual staff members with medical needs that puts them in an at risk category regarding Covid-19, will have an individual risk assessment completed with chief first aider in order to ensure that the working practices in school has reduced their risk as low as is possible. These are confidential documents that will only be shared with staff who need to know, in order to put any arrangements in place Any staff in the critically at risk category will also need an individual risk assessment with the HoS. 		
11	Illness and First aid	MEDIUM	<ul style="list-style-type: none"> If a child or member of staff feels ill, when at home, especially if they have symptoms of Covid-19, they should not come into school (as is the normal procedure). They need to follow the Government/NHS Test and Trace guidance for Covid-19 and self-isolate and they need to follow the testing procedure, only returning to school when they have a negative test. They need to update the school to the situation, when they fall ill and then keep the school informed of their health as the situation develops. Should a child or member of staff become unwell at school, they will be immediately isolated. They would be dealt with by a trained first aider in a 	LOW	Low as long as PPE is in place for adults supporting children/staff that are unwell

Hazards and Risks	Risk level Before (High, Medium, Low)	Control Measures	Risk Level After (High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<p>designated room and PPE equipment would be available for the first aider. The child/adult will need to have a Covid-19 test and if positive will have to follow isolation guidelines</p> <ul style="list-style-type: none"> • Qualified first aiders are in place at an appropriate ratio (including paediatric first aiders) • The school has a specific room dedicated for suspected cases of COVID-19 is the disabled toilet • Occupants (staff or children) who display symptoms of the virus during the school day will be isolated in the designated room until next steps are identified. For a member of staff this means they will be sent home immediately - as long as they are able to get themselves home. In the case of a child or a member of staff who is too unwell, additional medical assistance can be gained. This may be parents/relatives/111 or 119 support, an ambulance or until they leave the site to self-isolate following the advice of NHS Test and Trace • First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor, which are located in the PPE room • First aiders have completed appropriate training for 'donning and doffing' PPE - NHS video / advice https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm • PPE is disposed of in accordance with NHS COVID-19 waste management guidance; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • The PPE / First Aid room will be cleaned frequently and after each use (when first aid care has been provided) • The member of staff or children must go for a Covid-19 test and share the results with the school 		

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	MEDIUM	<ul style="list-style-type: none"> Any close contacts will be notified in accordance with current guidelines The rooms and equipment they use will be deep cleaned Any child/adult with a positive result will not come back into school until they have quarantined in line with Government/NHS Test and Trace advice, are free of any symptoms and is fit to attend school <p>Waste disposal measures Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> Put in a plastic rubbish bag and tied when full The plastic bag is placed in a second bin bag and tied It is put in a suitable and secure place and marked for storage until the individual's test results are known Waste is stored safely and kept away from children Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours If the individual tests negative, this can be put in with the normal waste If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment 	LOW	

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12	Visitors to the school, including: Parents, Contractors, External organisations and Delivery personnel	MEDIUM	<ul style="list-style-type: none"> Parent/carers are discouraged from entering the school unless they have a specific appointment arranged with the office in advance. Parent/carers have been informed to call the school office or email if they have any questions or concerns If parent/carers need to drop off items for children, they should be left at the school main entrance for staff to collect, however this is to be discouraged as it increases unnecessary contact and should only be completed for an emergency situation (e.g. forgotten lunch box) The Class teacher and SLT are able to phone parent/carers if a conversation is needed. As stated earlier, email communication is also possible Parent/carers should only come to the school reception for vital communication if it can be done no other way. The glass screen reduces the risk for the office staff Essential visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available The school contact is required to attend reception in good time to meet their visitor Where it is feasible some meetings connected with core school business (e.g. Governors) may be completed via mediums such as Zoom or Teams Deliveries will be accepted at designated quiet times only 	LOW	
13	Toilets	MEDIUM	<ul style="list-style-type: none"> Each of the three pupil toilets are labelled 2, 3, 4 one for each class. EYFS have their own toilets Toilets are cleaned throughout the day with a deep clean after school If cleaning needs to take place at a point that is not usual, Office staff must be made aware so they can arrange it 	LOW	
14	Lack of staffing /	MEDIUM	<ul style="list-style-type: none"> An adequate ratio of staff to children will need to be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation 	LOW	Parents to be informed as

Hazards and Risks		Risk level Before (High, Medium, Low)	Control Measures	Risk Level After (High, Medium, Low)	Further Actions √/X (If √ See Actions)
	insufficient staff ratios		<ul style="list-style-type: none"> Children must be suitably supervised at all times If the school does not have enough staff to clean/maintain the school appropriately at this time, areas of the school may need to be closed down and this could affect the number of classes we can have in school 		soon as possible should a class need to be closed.
15	Premises management	MEDIUM	<ul style="list-style-type: none"> The school adheres to the Government guidance on managing buildings that are partially or fully open Premises staffing levels are maintained and suitable for the use of the building Appropriate cleaning and premises staffing levels are in place Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste Contingency plans are in place for sudden premises staff absence All regulatory and H&S tests and procedures are carried out as usual 	LOW	
16	Hazardous substance management	MEDIUM	<ul style="list-style-type: none"> Suitable storage and management of flammable hand sanitizer is in place All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately Material safety data sheets are held for all chemicals and readily available to all staff All cleaning chemicals are stored safely and securely in accordance with requirements COSHH safety training has been completed by all those using chemicals for cleaning Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment. 	LOW	
17	Fire and evacuation procedures	MEDIUM	<ul style="list-style-type: none"> Evacuation plans including the following have been reviewed: <ul style="list-style-type: none"> ➤ Safe assembly of occupants ➤ Safe exit via the nearest final exit 	LOW	

Hazards and Risks	Risk level Before <i>(High, Medium, Low)</i>	Control Measures	Risk Level After <i>(High, Medium, Low)</i>	Further Actions √/X <i>(If √ See Actions)</i>
		<ul style="list-style-type: none"> ➤ Training occupants of any changes to evacuation ➤ Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school ➤ Use of the school has been reduced to enable safe sweeping and evacuation. <ul style="list-style-type: none"> • All other fire system testing and maintenance has continued as normal 		

See individual risk assessments for:

- First Aid
- Individual children or Adults (only if confidentiality allows)
- Premises