

The Priory Primary School Risk Assessment: COVID 19 – Whole school return September 2020



Purpose of the Risk Assessment: Return To School During COVID 19 Pandemic / Protective Measures At The Priory Primary School

Risk Assessment Completed By:	Mike Stewart (Head) / Debra Adams (Deputy) / Rob Henry (Site Manager)	
Responsibility for Enacting / Being Aware of the Control Measures:	All Staff – With all control measures and actions to be reviewed weekly.	
Dates and Timings:	From 7th September 2020 – All control measures to be in place before students return to school and maintained every day	
Key Risks:	With all children and staff returning to school, the key risk is the transmission of COVID 19 to those attending and then resultantly to the wider (and potentially vulnerable) members of the school community. Additionally, there are still unknown factors regarding the transmission of COVID 19 which are difficult to plan and mitigate for.	
Senior Leader Signature / Date:		

Likelihood (L)	
1	Very Unlikely
2	Unlikely
3	Possible
4	Likely
5	Very likely

HAZARD SEVERITY (S)				
1	2	3	4	5
Negligible No absence from work	Slight Minor injury/illness	Moderate Injury or illness absence from work	High Single person suffering serious injury or illness & long-term absence from work	Very High Multiple persons suffering serious injury or illness & long-term absence from work
LOW	LOW	LOW	LOW	LOW
LOW	LOW	LOW	MEDIUM	MEDIUM
LOW	LOW	MEDIUM	HIGH	HIGH
LOW	MEDIUM	HIGH	HIGH	HIGH
LOW	MEDIUM	HIGH	HIGH	HIGH

Risk Rating (R) = Likelihood (L) x Hazard Severity (S)	
LOW RISK (Score 1-6)	Acceptable
MEDIUM RISK (Score 8-10)	Task should only proceed with control measures
HIGH RISK (Score 12-25)	Task must not proceed . Evaluate and reduce risk.

HAZARD	PERSONS AFFECTED e.g. Members of the Public, Workforce etc.	RISK			CONTROL MEASURES	RESIDUAL RISK		
		L	S	R		L	S	R
Capacity of the school building and timetable to accommodate children required	All staff	3	3	9	Class / protective bubbles created to ensure maximum number 30 people per group. Each bubble will be segregated from each other throughout the day to reduce social interaction as far is practically possible.	2	3	6

The Priory Primary School Risk Assessment: COVID 19 – Whole school return September 2020



			<p>Play areas / classrooms / facilities and timetables are set for the sole use of each group in order to isolate each bubble.</p> <p>Assess the school and each classroom to establish practically if they are able to accommodate the number of returning pupils and keep the social distancing (1+ m) in place – Whole classes to be seated in either rows facing the front or children seated 2 to a table and facing the front of the classroom.</p> <p>Bubbles should be kept separate and not mix at any time of the day, however, following current government guidance staff are able to move between bubbles providing they maintain social distancing as far as possible. The need for staff to move between bubbles will occur where our support staff need to work with children in different bubbles. Protective hygiene measures will be applicable – extra handwashing/sanitising, cleaning of any equipment transferred and in use in different areas.</p> <p>Arrangement of the school timetable to facilitate staggered breaks, additional cleaning, reducing the movement in corridors or ensuring planned routes avoid any cross bubble contact as far as practically possible.</p> <p>Any shared areas for use will be cleaned in between uses by different groups/students – e.g. The Rainbow room, Library, Infant cloakroom area. Use external doors wherever possible.</p> <p>Furniture and surplus teaching resources will be stored outside of classrooms Teachers should collect materials and resources to be used in classrooms as required, but should always be conscious of the cleaning of these materials, therefore keeping them to a minimum. Following current guidance staff and pupils can now use and share school resources however, stringent cleaning of resources should be undertaken before resources are used by another school bubble. Alternatively, resources can be left, unused for 48-72 hours before next use occurs.</p> <p>Toilets: as per government guidance – toilet facilities can be shared across bubbles with additional cleaning and hygiene measures in place.</p> <p>Infant Toilets (Used by Year R/1/2) – Floor markings indicating the direction of flow into the toilets. Infant toilets to be used by R/1/2. Regular cleaning will be undertaken during the day.</p>			
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			<p>Year 3 toilets - Used by Year 3 – All Year 3 pupils to use this toilet area with one pupil at a time using the toilet area. Additional handwashing available in the middle room area</p> <p>Year 4 Toilets - Used by Year 4 – All Year 4 pupils to use this toilet area with one pupil at a time using the toilet area. Additional handwashing through use of one of the portable sinks – to be moved to year 4 corridor areas after morning drop off</p> <p>Year 5 - Used by Year 5 girls only Year 5 girls to use the year 5 toilets only with one pupil at a time in the toilet area.</p> <p>Junior disabled toilet – Used by Year 5 boys - Year 5 boys to use the junior disabled only with one pupil at a time in the toilet area. After the summer holidays this will also be the only disabled access toilets in the school. It will need to be cleaned if anyone else needs to use it other than the Year 5 boys. E.g authorised school visitors.</p> <p>Year 6 Toilets – Used by Year 6 boys - Year 6 boys to use the year 6 toilets only with one pupil at a time in the toilet area.</p> <p>Staff toilet near office area – Year 6 girls - Year 6 girls to use the staff toilet only with one pupil at a time in the toilet area. This is to enable access to sanitary facilities.</p> <p>Staffroom Toilet – The use of the staff room will resume in September for staff only</p> <p>Additional Staff Toilets – Staff should utilise the toilet area in the imaginarium as well as the staffroom facilities. Cleaning wipes/dry anti-bacterial spray will be present in the toilets for staff to use as required.</p> <p>Signage for the toilet areas will be organised by Amanda to indicate the floor markings and toilet organisation.</p> <ul style="list-style-type: none"> • SLT to allocate play areas for different groups. Lunchtime play equipment to be handed out to each bubble to be used with an allocation of wipes to be used by the staff / older children to clean between use. 			
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The Priory Primary School Risk Assessment: COVID 19 – Whole school return September 2020



<p>Maintaining adequate staffing</p>	<p>All staff</p>	<p>4</p>	<p>3</p>	<p>12</p>	<p>Staffing allocation is complete for the academic year 2020 – 2021. All staff will return to their normal working hours unless discussed and authorised by the Head teacher who will review any exceptional circumstances for the need to remain out of school. Any staff displaying symptoms of COVID-19 MUST inform the Head teacher and isolate for the up to date period of isolation at the time.</p> <p>Authorisation onto the school site will be by the Headteacher and will include / essential / emergency visitors / contractors to school site.</p> <p>Any relevant staff medical needs to be discussed with the Mr Stewart (teachers), Mrs Adams (LSAs), Mrs Razzell (Admin), Mrs Clitheroe (Kitchen) prior to them entering the school.</p> <p>Individual risk assessments to be created for all ‘vulnerable staff’ who do return to work.</p> <p>Adequate staffing (first aiders, physical intervention, fire marshals, DSLs, ELSA, Cleaning staff, Site Manager, Admin. SLT) have been scheduled.</p> <p>Where possible staff will continue to maintain social distancing in accordance with the guidance available at any given time.</p> <p>If staff find themselves to be working in a classroom as the sole adult, if an emergency situation arises a red card should be sent with a responsible pupil directly to the office and immediate assistance will be provided, overriding the need for the ‘protective bubble’.</p> <p>Staff to staff interaction:</p> <ul style="list-style-type: none"> • No physical contact. • Maintain social distance wherever possible • No close contact activities, including photocopying. • No large gatherings in the staffroom or communal areas – number of staff in staff room limited to 4 at a time. <p>In the event that a member of staff or child in a class is tested as positive for COVID-19 then we will follow the advice of PHE in relation to isolation/locking down areas/classes of the school as per guidance and contact with PHE. If staffing cover</p>	<p>3</p>	<p>3</p>	<p>9</p>
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The Priory Primary School Risk Assessment: COVID 19 – Whole school return September 2020



					<p>has been exhausted, then the impacted pupils will need to remain at home until cover can be found or the key member of staff is able to return to work.</p> <p>Staff Working With Pupils with Additional Needs (Emotional, Academic, Behaviourial) Who May Need To Leave the Bubble:</p> <ul style="list-style-type: none"> • Where highly necessary and if a child requires more immediate focused support, the accompanying adult should call for back up using the red card system. Alternatively, if there is a second member of staff within the year group bubble then they should, select a large open space so social distancing can apply allowing – an assessment of the child’s needs can be undertaken and any appropriate action can be undertake (e.g. 1:1 discussion, quiet walk around the school etc) • The staff member may determine that closer than normal contact is likely and opt to wear a face mask and any other appropriate PPE. 			
Access to and exit from site	Children, staff and parents	3	3	9	<p>Before entering the school building all pupils to must wash their hands. Additional hand sanitising is available.</p> <p>In wet weather pupils to go straight in to school and wash hands using the internal facilities allocated to their classrooms</p> <p>NO non-essential visitors entering site (only to be authorised by head teacher)</p> <p>Monitor site access points to enable/ensure social distancing</p> <p>All staff and visitors to sign in as usual.</p> <p>Require all persons to wash or sanitise their hands before entering or leaving the site.</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks.</p>	2	3	6

The Priory Primary School Risk Assessment: COVID 19 – Whole school return September 2020



				<p>Ensure there are cleaning sprays or wipes available for staff to clean desks, screens, keyboards, phones etc. at the start and end of each day.</p> <p>Appropriate social distancing signage to be placed around the site</p> <p>Staggering start times and parents required to adhere to drop off and collection times appropriate to their child’s year group.</p> <p>Drop Off And Collection Arrangements:</p> <ul style="list-style-type: none"> • Staggered start and collection times for all year groups. Car only service with parents using the rear playground as the collect / drop off point. • Site Manager to direct the flow of traffic • Mr Stewart/ Mrs Adams to welcome and support child and maintain safety and order. • Parents stay in the car and member of staff (with appropriate PPE) to open the car door and escort the children onto the main / rear playground, where the children are divided into their pre-set groups and organised waiting for the group to arrive. • Adult lead for each group to be present on the playground to support the children and maintain a sense of calm. • When year group has assembled (or after a maximum of 10 minutes) one group after another to be led by to the classrooms. • Specific route to the learning areas will be determined by the location of the class. • Children to directly enter the classrooms via external doors. • Pupils to place limited materials, including water bottle (from home) into their table and to place their coat / blazer / jumper on their allocated pegs in cloakroom areas. 			
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The Priory Primary School Risk Assessment: COVID 19 – Whole school return September 2020



					<ul style="list-style-type: none"> Lunch boxes to be stored in cloakrooms All children to now bring in their own personal pencil case with listed items needed for each year group to avoid sharing these high use items as much as possible. Supplies will also be available from school resources 			
Access to and exit from site – For new Year R Admissions 2020 - 2021	Children, Staff, Parents	3	3	9	New Year R Pupils – Drop off and collection arrangements – from 8 – 18th September 2020 – Taster days and half day transitions to school. <ul style="list-style-type: none"> When entering playground parents required to remain socially distanced from other families entering at the same time. Parents to arrive/depart at specified times only for their child To ensure smooth transfer in to school – the children to line up with their class teachers whilst parents observe on the playground – encourage children to line up independently Parents will not be admitted in to school under any circumstances. Once the children have entered/exited the school building parents are not permitted to congregate on the school playground. Parents to email or call school office with any questions or enquiries during this time. 	2	3	6
Classroom usage	Teaching staff and pupils	3	3	9	<p>Where possible staff are to maintain a safe distance between each other (1 m +)</p> <p>Limit the number of people in each room/area to aid the following of any current social distancing guidance.</p> <p>All staff to wash their hands prior to or upon entering classrooms (also utilising the classroom sinks where possible). Staff MUST wash hands/sanitise when moving between and before entering different bubbles and classrooms</p>	2	3	6

The Priory Primary School Risk Assessment: COVID 19 – Whole school return September 2020



				<p>Bubbles not to mix with each other during teaching time, breaks or outdoor activities as far as practically possible.</p> <p>Classrooms to be kept very well ventilated.</p> <p>Outside areas to be used when appropriate and as often as feasible.</p> <p>Strict hygiene rules to be implemented, all staff to be asked to do the following:</p> <ul style="list-style-type: none"> • Staff to maintain professional dress code – staff to be cautious when using school supplied cleaning materials • Minimise additional items being brought between home and school • Wash hands on entry to school. • Use alcohol-based hand sanitiser when required • Establish a routine for hand washing (on entry, before break, after break, before lunch, after lunch, before home time). • Display PHE handwashing posters around school • All hand contact surfaces to be cleaned throughout the day by staff using provided wipes / cloths / spray. • Only use cleaning products supplied by the school. <p>Tissues will be provided for classrooms. Staff to replenish from school supplies as needed.</p> <p>Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.(Catch it, bin it, kill it,)</p> <p>Equipment:</p> <ul style="list-style-type: none"> • Ensure all shared and key equipment is cleaned daily, or not used by another group for 48 – 72 hours. <p>Activities and resources</p> <ul style="list-style-type: none"> • Resources should be cleaned after use (including laptops) and between separate bubbles. Laptops and notepads will be booked before. • Personal stationery for Year 1 – 6 will be requested form home to reduce need for sharing high use daily resources. <p>Personal care for pupils</p>			
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The Priory Primary School Risk Assessment: COVID 19 – Whole school return September 2020



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Management of pupil behaviour	Teaching staff, pupils and parents	4	3	12	<ul style="list-style-type: none"> Potential changes, updates or addendum to the school's behaviour policy will be considered in order to enable the effective implementation of the guidance if necessary. These changes will be shared with staff and published for parents on the school's website if relevant. 	4	2	8
Use of outdoor areas and play equipment	Teaching staff and pupils	3	3	9	<ul style="list-style-type: none"> Outdoor Adventure Trail to be used by one year group per week. This will be allocated across the half term. The trail will be left for 48 hours over the weekend before the next year group use it. Outdoor play equipment to be allocated to year groups. Clean after use. 	2	3	6
Access to staff toilets, rest rooms and photocopying facilities, resources in hall, use of corridor	Staff	3	3	9	<p>Staff to follow social distancing guidance where possible.</p> <p>Staff to maintain cleaning of classroom surfaces and shared resources daily through the course of the normal school day.</p> <p>The school cleaning team will then undertake the whole school deep clean at the end of each day.</p> <p>Site manager to provide suitable and sufficient (lidded) rubbish bins in these areas with regular removal and disposal.</p> <p>Bin liners should be used in all bins</p> <p>Staggered breaks will help ensure there is space in staff rooms for social distancing. No more than 4 members of staff in the staff room at one time. Food and drinks facilities can resume use - individuals to clean equipment used after</p>	2	3	6

The Priory Primary School Risk Assessment: COVID 19 – Whole school return September 2020



					<p>use e.g. – wipe down kettles, taps touched, microwave surfaces after individual use.</p> <p>Government guidance provided for all cleaning staff.</p> <p>Where possible access staffroom via external door. If internal corridors are utilised and two members of staff meet each other – one member should stop and wait/go to an area suitable to stand aside. The same is required if a staff member meets a class / pupil crossing to the toilet facilities. Aim to maintain 1+ m for social distancing.</p> <p>Photocopying – staff to use photocopier individually – use sensible approach to social distancing at the copier resulting in only one member of staff at the copier at one time.</p> <p>Wipes to be provided by the photocopier – for staff to wipe down contact areas after use.</p>			
<p>School meals And access to water during the day.</p>	<p>Pupils, teaching staff, kitchen staff, Site Manager, Admin team.</p>	4	3	12	<p>All staff are required to stay on site once they have entered it and not use local shops etc. If a staff member has to leave the school for personal reasons, all protocols for re-entry must be adhered to.</p> <p>Food and drink should only be consumed in areas that are suitable and can be easily cleaned.</p> <p>Break times will be staggered to reduce congestion and contact. Bubble groups should not mix.</p> <p>Hand cleaning procedures and hand sanitiser will be available and should be utilised before eating.</p> <p>All persons should sit 1+m apart from each other whilst eating and avoid all personal (direct) contact.</p> <p>After morning break the table surfaces should be wiped down by the lead adults in each year group bubble. The school cleaning team will deeper clean surfaces, doors and toilet areas at the end of the day.</p> <p>If there is indoor play, the lead adults will need to wipe down the contact surfaces a second time after the pupils have eaten their morning snack.</p>	2	3	6

The Priory Primary School Risk Assessment: COVID 19 – Whole school return September 2020



				<p>All rubbish and waste should be put straight back into lunch boxes or placed in the bin by the user and not left for someone else to clear up.</p> <p>Payment for school lunches should be contactless and avoid direct money exchange wherever possible.</p> <p>Lunchtime Two year groups will eat in the hall at a time – with each year group sitting separately and for a time of 25 minutes. All children to sit and eat at the same time and then to be dismissed to outside play in the designated area for that year group.</p> <p>Children should not be allowed to leave the hall until the whole group has finished and had their 25 mins to collect their food/food served and to eat.</p> <p>Kitchen Service – full kitchen service will resume in September with lunches being offered in full to pupils and staff.</p> <ul style="list-style-type: none"> To aid timings and avoid bubbles mixing across lunchtime, there will be a combination of one year group being served from the kitchen servery and one year group being served from a trolley in the hall. <p>All food prepared on site, for those children without a packed lunch will be prepared in the kitchen and eaten in the hall in the relevant year group bubble. The appropriate numbers of staff will supervise the hall for this period.</p> <p>Lunchtimes will be staggered allowing each year to have 25 minutes to eat, a 5-minute window to wipe and dry tables before the next year group enters to eat. This will be repeated for all year groups in the school. Year groups will be seated separately with one year group at the fire door end of the hall and one group at the stage end of the hall.</p> <p>Hall doors and windows open when possible (weather dependent) to ensure adequate ventilation.</p> <p>All crockery and cutlery use to resume – the usual strict hygiene measures to resume for the washing, preparation and reuse of these resources on a daily basis.</p>			
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The Priory Primary School Risk Assessment: COVID 19 – Whole school return September 2020



					<p>A full menu can resume with the usual variety of balanced and nutritious meals provided.</p> <p>Catering staff will be responsible for maintaining the highest standards of kitchen hygiene with appropriate use of PPE (notably gloves and face covering) during the production and transport of the food. All kitchen staff to follow Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p> <p>Where possible social distancing (1+m) is to be maintained in the kitchen.</p> <p>The shutters will remain closed in the kitchen at all times to isolate food production up to the point of serving the children at lunchtimes.</p> <p>See separate rotas for staggered lunchtimes</p> <p>Access to Water</p> <p>The children will be encouraged to bring in their own (named) water bottles which they will have access to throughout the day.</p> <p>Water bottles will not be touched by anyone but the owner throughout the day.</p> <p>Each bubble will be provided with a jug of water and some plastic / paper cups. This jug can be used to refill the children's water bottles as required. Only the staff member in each bubble should handle the jug during the day.</p> <p>When the jug is empty they can be refilled by the adult in each group from the water fountains.</p> <p>Water fountains will not be used by the pupils at all. Staff will only use the water fountains to refill the jugs. Personal staff water bottles should be refilled in the staffroom.</p>			
Suspected cases of Covid 19	All staff / parents / pupils	4	4	16	<p>If a member of staff displays symptoms - A high temperature, a persistent cough or loss of taste / smell they should:</p> <ul style="list-style-type: none"> • Notify the Headteacher / Deputy Head immediately. • Limit touching surfaces. 	3	4	12

The Priory Primary School Risk Assessment: COVID 19 – Whole school return September 2020



				<ul style="list-style-type: none"> • Return home and follow the guidance for taking a virus test. • Keep the headteacher informed, especially following the result of the test. • If a positive result – communication will be made with all parents of pupils in the bubble and the school will contact PHE for guidance and may close the protective bubble for all. • The period of self-isolation will then apply according to government guidance. • The classroom of the bubble will undergo a deep clean. <p>If a pupil of the classroom displays symptoms</p> <ul style="list-style-type: none"> • The staff member from the bubble should reassure the child from a 2m distance and take them to the school entrance. • A member of the admin team will call the parents for immediate collection. • The pupil will wait in the entrance hall on a designated seat, monitored by the office team through the window. • Staff should keep a distance of 2m from the child with symptoms, however if personal care is required then appropriate PPE (gloves, apron and face mask) will be available in each room for use by the member of staff with them in these circumstances. • Follow guidance on safe, use, removal and disposal of PPE and RPE. • Areas occupied and equipment used by the affected person must be thoroughly cleaned and disinfected. • Parents of pupils with symptoms are asked to take a COVID 19 test and to inform the school of the result. • Office staff to keep in regular contact for updates during this process and to record all suspected and confirmed cases of COVID 19. • Until a confirmed positive / negative outcome on the test – the pupil and their family must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed or a negative result from the COVID 19 test has been obtained. • If a positive result – communication will be made with all parents of pupils in the bubble and the school will contact PHE for guidance and may close the protective bubble for all. <p>What to do if someone develops symptoms of coronavirus (COVID-19) whilst at an educational setting:</p>			
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The Priory Primary School Risk Assessment: COVID 19 – Whole school return September 2020



					https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#what-to-do-if-someone-develops-symptoms-of-coronavirus-covid-19-while-at-an-educational-setting <ul style="list-style-type: none"> • 			
Cleaning		4	3	12	<p>A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly throughout the day.</p> <p>See PHE advice the COVID-19: cleaning of non-healthcare settings guidance</p> <p>Manufacturer’s instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>When cleaning a contaminated area</p> <p>Cleaning staff to:</p> <ul style="list-style-type: none"> • Wear disposable gloves and apron • Wash their hands with soap and water once they remove their gloves and apron • Fluid resistant surgical mask if splashing likely • Hands should be washed with soap and water for 20 seconds after all PPE has been removed. <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by site / cleaning staff.</p> <p>Only cleaning products supplied by the school / contract cleaners are to be used.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> • Hard surfaces to be cleaned prior to disinfecting. 	3	3	9

The Priory Primary School Risk Assessment: COVID 19 – Whole school return September 2020



				<ul style="list-style-type: none"> • A combined detergent disinfectant solution or chlorine-based cleaner is to be used. <p>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, light switches etc.</p> <p>Only cleaning products supplied by the school are to be used.</p> <p>Bin liners should be used in all bins. All bins to be lidded – foot pedal operation</p> <p>Cleaning materials are to be placed in classrooms for staff to use. Site manager to prepare and replenish classroom kits and provide training to staff in the use of specific products and any colour coding of cloths.</p> <p>Site manager to ensure we have sufficient supplies of cleaning materials (Staff must not provide their own).</p> <p>Cleaning staff to begin cleaning at 3.30 once all pupils have left the school building and staff have had a general tidy up to ensure areas are clear for cleaning. Staff will need to vacate their class areas for the day and cannot return once cleaned.</p> <p>The timing of this to be discussed to ensure it is realistic and prompt for cleaning team but allows some preparation time for teachers for the next day. Photocopying, resource collection can be done and items left in a designated area of the hall for collection the next morning to be put into classrooms – this will enable cleaning to be done with maximum time available by the cleaning team.</p> <p>Once cleaning is in process and completed staff cannot return to the classroom that day.</p> <p>Staff to clean class areas throughout the day, including frequently touched areas. Staff to wipe sinks in the toilet etc at regular intervals throughout the day. Mr Henry to leave cleaning materials and instructions available. Gloves and masks must be worn.</p> <p>If children are eating their morning/afternoon snacks in their class areas, the tables must be cleaned before and after use.</p> <p>Full school uniform and normal Staff Dress Code will apply. Uniform does not need to be cleaned any more than usual.</p>			
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The Priory Primary School Risk Assessment: COVID 19 – Whole school return September 2020



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First aid provision	Staff, Students / pupils / wider contacts	3	3	9	<p>Ensure adequate coverage of staff for first aid – enough staff allocated across bubble with up to date first aid/paediatric first aid training have been scheduled</p> <p>It is accepted that social distancing cannot be maintained during the delivery of first aid or intimate care, but physical contact should be kept to a minimum, and those administering first aid should wear normal PPE appropriate to the circumstances.</p> <p>Additional PPE can be worn if necessary and supplies will be available in the school office – i.e. face masks/gloves</p> <p>Wash hands thoroughly and ensure the affected area is cleaned upon completion</p> <p>Provide sufficient first aid materials in both disabled toilet areas. E,g, sick bowls, tissues, wipes, gloves, face masks.</p> <p>Ensure all first aid boxes for play areas are replenished –</p> <ul style="list-style-type: none"> • Set up additional basic first aid kits for each bubble to have out during playtimes • Report all incidents of first aid to the office who will record in accident book – only office staff to use the accident books to minimise contact and need for them to leave the office – office staff to email/call relevant parents thus avoiding need to send accident slips home. 	3	2	6
Fire Procedures	All staff and pupils	2	4	8	<p>All fire regulations and protocols to be maintained, including the evacuation of all staff and pupils when the fire alarm sounds and the closing of all fire doors.</p> <p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation). Bubbles should assemble together and not mix with other groups.</p> <p>In the event of an unplanned evacuation, fire safety must take priority over social distancing.</p> <p>Fire evacuation rehearsal to be undertaken in the first week, demonstrating the evacuation from the building and the safe (distanced) route to the muster point.</p>	1	4	4

The Priory Primary School Risk Assessment: COVID 19 – Whole school return September 2020



					<p>The muster point for all is the rear of the school field and the adult in each class should evacuate via the external door and walk around the perimeter of the building to assemble on the school field.</p> <p>A member of SLT, the office and the kitchen will act as fire marshals and check each section of the school.</p> <p>Whilst at the muster point the groups should line up 2m apart from each other and with a distance of over 10m from another group.</p> <p>The usual fire routine, attendance counts and safety checks will be carried out before a staggered return to the classroom.</p> <p>PEEPs and IHPs to be reviewed and amended accordingly with discussions with the relevant member of staff about the needs of the pupils during an evacuation.</p>			
School travel arrangements	Staff / Parents	4	2	8	<p>Staff to park at the front of the school and access school only via the main entrance. Staff to wash hands before entry and use contactless sign in at entrance.</p> <p>Parents to be encouraged to drive to school and will need to use the drop off and collection process utilising the school playground.</p> <p>Use of the school bus to resume. All pupils travelling on the school bus will be required to have hands washed at home before entering the bus. The use of hand sanitiser will be encouraged as the children enter the bus at pickups. Children will have washed hands before leaving school before they enter the bus at the end of the school day before returning home.</p> <p>Parents need to be aware that the bus will be an area where year group bubbles will be on the bus at the same time. To minimise the risk of transmission the following precautions will be taken –</p> <ul style="list-style-type: none"> • Hand sanitiser in use on the bus • Any siblings to sit together • Pupils in same year groups to sit together <p>Parents encouraged to drive children to school or use an alternative option.</p> <p>Parents will not be permitted to access the front playground for collection (unless pick up a child directly from the office.)</p>	4	1	4

The Priory Primary School Risk Assessment: COVID 19 – Whole school return September 2020



					Parents who arrive late to collect their child will do so from the main gates. The children will wait in the front playground watched by a member of staff. Pupils from different bubbles will remain isolated from each other throughout.			
Deliveries and waste collection	Admin and kitchen staff + Site Manager	3	3	9	<p>Do not approach delivery staff, allow packages to be left in a safe place.</p> <p>Delivery drivers are not permitted to enter the school building.</p> <p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</p> <p>Waste to bags and containers - to be kept closed.</p> <p>If possible, waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours).</p> <p>Wait behind window wherever possible when taking a delivery.</p> <p>Use face covering if direct contact (e.g. a signature) is required.</p>	2	3	6
Visitors to site	All staff	2	3	6	<p>No non-essential visitors are not allowed onto the school site and only with the headteacher's authorisation.</p> <p>All visits to site are by appointment only</p> <p>All visitors to be made aware of site rules of entering the school building.</p> <p>All visitors will wash their hands-on entry and will maintain a strict 1+m social distancing.</p> <p>Parent meetings are only permitted in exceptional circumstances (and to be authorised by the headteacher) – phone conversations will be the main form of communication.</p> <p>Parent evening plans will be arranged after the term has begun and will follow any relevant guidance.</p> <p>All school phones to be wiped down after use.</p>	2	3	6

The Priory Primary School Risk Assessment: COVID 19 – Whole school return September 2020



Contractors	Admin staff / Site Manager	2	3	6	<p>Contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (1+ m).</p> <p>Strict hygiene rules to be implemented, all contractors are to be asked to do the following:</p> <ul style="list-style-type: none"> • Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. • Repeat the hand washing/sanitising every hour. • Site inductions are to be carried out following social distancing principles (2m separation). • The contractor is to notify the Site Manager of all areas visited, in order that these can then be thoroughly cleaned. • Discuss the school precautions and added expectations of contractors with them prior to their arrival onsite. • Where appropriate, supervision of the contractors may be required. 	2	3	6
Weather	Staff, Students / pupils / wider contacts	2	2	4	<p>All persons to dress appropriately for the weather.</p> <p>Outdoor coats necessary for poorer weather as children will be given opportunities to get outside during break times.</p> <p>Where possible and without compromising social distancing measures, outside facilities can be used to shelter from the elements. E.g shelter in YrR play area with limited numbers of children on benches.</p> <p>Consider the use of any suitable outdoor spaces and whether they can be cleaned between bubbles.</p> <p>Parents advised that school will not be able to apply sun screen and spare clothing/hats will not be available.</p> <p>Children to come into school with long lasting sun screen applied and to provide own sun hats to be stored in own trays.</p> <p>Staff to remind children to wear sun hats when necessary.</p>	2	1	2

The Priory Primary School Risk Assessment: COVID 19 – Whole school return September 2020



					During wet weather lunch breaks the children will remain in the bubbles and be set up with an activity that will maintain their interest (video) and keep them 1+m distant. Staff in the bubbles will be released for their lunch, and staff cover will supervise the bubble maintaining social distancing where possible.			
Lack of awareness	Staff, Students / pupils / wider contacts	2	2	4	<p>Visual aids to promote/prompt/remind about hygiene and social distancing will be placed around the school site internally and externally.</p> <p>Use appropriate adult/child friendly signage in and around the site. RA meetings will be carried out for all personnel prior to school reopening as part of the consultation process with staff in ensuring staff welfare and safety</p> <p>Any visitors to the site will be made aware of the RA – office staff to provide warnings of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms. Directing to appropriate hand washing/sanitising facilities upon entry.</p> <p>Use posters/videos provided by Public health England to promote good hygiene in pupils and staff.</p> <p>Establish hand washing as a routine in classrooms</p>	1	2	2
Hand Sanitiser / Hand Washing	All Staff and pupils	3	3	9	<p>To be effective on viruses hand sanitiser must be a minimum of 60% alcohol.</p> <p>When used, hand sanitiser should be allowed to dry or evaporate before touching your face, nose or eyes or other surfaces.</p> <p>Do not use near heat sources.</p> <p>Note: it is preferable to use soap and water before resorting to hand sanitiser.</p> <p>Sanitiser must be stored in accordance with the manufacturer’s instructions Use of hand sanitiser by pupils must be supervised</p> <p>A COSHH assessment should be undertaken and all staff to be made aware of the appropriate use, storage and risks of the hand sanitiser provided by school.</p>	2	3	6

The Priory Primary School Risk Assessment: COVID 19 – Whole school return September 2020



Risk assessment communicated to relevant staff by	Briefing <input type="checkbox"/> Email <input type="checkbox"/> Copy & Signature <input type="checkbox"/> Other <input type="checkbox"/>
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Review Date	Assessor	Signature	Sponsor	Signature

Relevant links

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<file:///C:/Users/debra/Downloads/Guidance%20for%20full%20opening%20-%20schools%20-%20GOV.UK.pdf>

Overarching guidance for educational settings

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings#overarching-guidance-for-educational-settings>

Guidance for educational settings

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19> (applicable to May 31st)

Actions to prepare for wider opening from June 1st

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

Implementing protective measures in education

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

COVID-19 poster https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf

Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider> (applicable to May 31st)



The Priory Primary School Risk Assessment: COVID 19 – Whole school return September 2020

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>