

Mountbatten Primary School Risk Assessment



Risk assessment for COVID-19 - from September 2020				
Completed by: A. Ali and L. Pitts Executive Head and Deputy Head		Date created: 18/05/2020 Date Last updated: 07/09/2020 In July the Government announced that their plan that all pupils, in all year groups, would return to school full-time from the beginning of the Autumn term. This risk assessment is based on the subsequent Government guidance that was published to support schools to reopen: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidancefor-full-opening-schools Links to other relevant information can be found at the end of this risk assessment		
Next Review Date:		As needed but no later than 1 December 2020.		
Applicable to: All adults and children				
Hazard / Risk (without controls)	Who is at Risk?	Risk Low – Medium – High <i>see risk matrix table</i>	Control Measures	Residual Risk score Low – Medium - High
Spread of infection	Adults Children	High	<u>Hygiene practices and cleaning</u> <u>General hygiene</u> <ul style="list-style-type: none"> Regularly communicate good hygiene practices to parents through a variety of media including Twitter, letters and the website Apply catch it, bin it, kill it for coughs and colds. https://www.youtube.com/watch?v=BEJHHuT9_ig&feature=youtu.be Posters to be displayed throughout school to support the education of staff, visitors and children Cleaning products will be available in classrooms and shared areas for staff to regularly clean areas. Where rooms are accessed by children, the products will be stored in cupboards and out of pupils' reach. 	Medium

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			<ul style="list-style-type: none"> • Classrooms will contain limited equipment so that limited resources can be accessed, hence reducing the transmission of the virus <p><u>Handwashing and hand sanitising</u> https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <ul style="list-style-type: none"> • All washing areas to have soap/hand wash/gel available to use by staff and children. Staff to check this regularly. • All <u>staff and visitors</u> to wash hands on entry and exit from the building. Hand sanitiser to be placed in reception and signage placed into reception area • Ensure reception has hand sanitiser available for visitors into school. Display signs and reception staff to request that visitors do this. • All adults and children to wash hands frequently throughout the day. Teachers will plan for children to wash their hands at the following key times (1) entry to the building, (2) before lunch time • Increase the availability of hand washing and sanitising facilities throughout school, including reception. • Reinforce good hygiene with the children through lessons and information to parents. • Teachers to ensure children wash hands at key times throughout the day • Adults and children are required to change clothing at the end of each day. This should be washed straight away. <p><u>General Cleaning</u></p> <ul style="list-style-type: none"> • Increase in general cleaning services throughout the week in line with DFE expectations for cleaning as per https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#how-to-implement-protective-measures-in-an-education-setting-before-wider-opening-on-1-june • ‘Deep clean’ of the school prior to reopening 	
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			<ul style="list-style-type: none"> • Some areas in school will be ‘closed’ and not used by anyone in school – signage will indicate this • The clear desk policy will be strictly adhered to, to enable staff and wipe down areas throughout the day and cleaning staff to thoroughly clean surfaces at the end of the day. <p><u>Cleaning (school staff)</u></p> <ul style="list-style-type: none"> • Shared areas will be cleaned after use i.e. hall – in line with DFE guidance • Doors will be propped open where possible (risk assessment to be completed) • Resources will not be shared where possible. If they are shared, they must be cleaned after each use and before other children use them • All staff will carry out general cleaning duties (in line with normal duties) throughout the day in their designated area. Staff will wipe down surfaces and equipment throughout the day. Cleaning products will be available in all rooms, in locked cupboards • Support staff not specifically allocated to a class will routinely wipe areas they are working in. <p><u>Other</u></p> <ul style="list-style-type: none"> • Unnecessary items will be removed from classrooms and other learning environments • Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) will be removed from classrooms 	
			<p><u>Limiting interactions between adults/children and between groups</u></p> <p><u>Social Distancing - general</u></p> <ul style="list-style-type: none"> • 2m guidance to be applied throughout the school setting i.e. with children, visitors, colleagues, where possible – related to the age of the children • Signs to be displayed outside the school to indicate social distancing for parents, highlighting methods to drop off and collect children • Only necessary visitors will be allowed into school. This would include, but is not exhaustive; social workers, police, VENN central staff 	<p>Medium</p>

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			<ul style="list-style-type: none">• Where possible virtual methods will be used to communicate (see virtual communication technologies below)• Staff in school will adhere to social distancing, where possible. <p><u>Year group specific controls</u></p> <ul style="list-style-type: none">• Bubbles- To limit the spread of infection, the following ‘bubbles’ will be in place: These will be based on YEAR groups and corridors.• Although 2 or more classes form a bubble, classes will be kept separate as much as possible to reduce further the number of children mixing.• The bubble will work in isolation from other bubbles at all times <p><u>Nursery children</u></p> <ul style="list-style-type: none">• Groups will be in line with EYFS guidance• Will have access to a designated area of the EYFS playground• Start and end times will be staggered• Entry and exit to the school site– reduction of ‘pinch point’ at main gate at front of school• Parents/Carers to drop off/collect children in the EYFS outdoor area and follow the one-way system <p><u>F2 children</u></p> <ul style="list-style-type: none">• Supported in the F2 classrooms.• Will have access to a designated area of the EYFS playground space• Start time and end times staggered• Entry and exit to the school site through the normal front of school main gate– reduction of ‘pinch point’ at main gate at front of school – introduce a one-way system. Parents/Carers leave pupils at the zebra crossing.• Procedures to drop off and collection to be displayed.• Lunch provided in classrooms or the hall	
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			<p><u>Year 1 and 2 children</u></p> <ul style="list-style-type: none">• Supported in the KS1 classroom and additional room.• Will have access to a designated area of the KS1 playground or field• Start and end times will be staggered.• Lunch provided in classrooms or the hall• Entry and exit to the school site through the normal front of school main gate—reduction of ‘pinch point’ at main gate at front of school with the introduction of a one-way system.• Parents/Carers to drop off/collect children at the zebra crossing – procedures to drop off and collection to be displayed. <p><u>Year 3 and 4 children</u></p> <ul style="list-style-type: none">• Will be taught in rooms on the the Y3 and 4 corridor• Will have access to a designated area the playground or field• Start and end times will be staggered.• Lunch provided in classrooms or the hall• Entry and exit to the school site through the normal front of school main gate—reduction of ‘pinch point’ at main gate at front of school with the introduction of a one-way system.• Parents/Carers to drop off/collect children from the playground – procedures to drop off and collection to be displayed. <p><u>Year 5 and 6 children</u></p> <ul style="list-style-type: none">• Supported in the UKS2 classrooms/ corridor• Will have access to a designated area KS2 playground on rota; or the KS2 field• Start and end time staggered• Lunch provided in classrooms or the hall• Y5 and Y6 will enter the school from the gate on Hopewell Road (not been opened for many years) Most Y5 and Y6 children walk independently to school, which reduced the pinch point at the front of school as they will enter and leave the school site in a staggered fashion.	
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			<p><u>Timetable</u></p> <ul style="list-style-type: none">• Outdoor learning will take place as much as possible• Social emotional and mental Health (SEMH) will play an important role in the curriculum and timetabled daily for all groups <p><u>Other</u></p> <ul style="list-style-type: none">• Children will go to the toilet one after the other• Apply the following guidance https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings <p><u>Children displaying COVID symptoms</u></p> <ul style="list-style-type: none">• Removal of the child to the an unoccupied, well ventilated room.• PPE (gloves, apron and face mask) will be readily available in this room if the supporting adult needs to remain with the child to support his/her wellbeing• The child's parents/carers will be contacted to collect the child• The child will remain in the room (if possible) until parents/carers arrive.• If the child needs the toilet whilst waiting to be collected, the child should be allowed to do so, and then cleaned using standard cleaning equipment before being used by anyone else.• A window will be opened to ventilate the room, if possible• The child will be supported to the front office and taken home by the parent/carer• The adult who has supported the child can remain in school, unless he/she starts to display symptoms. The adult should ensure he/she washes their hands thoroughly (see handwashing guidance)• IF the child tests positive for coronavirus, other children and staff in the child's allocated 'group' (or bubble) will be informed and isolation guidance followed.	
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			<p><u>Personal Protective Equipment (PPE)</u></p> <p><u>Intimate care</u></p> <ul style="list-style-type: none"> • ‘Routine’ PPE will be worn to deal with intimate care situations i.e. nappy changing (disposable gloves, apron and face mask) <p><u>Other</u></p> <p>A face mask, visor, disposable gloves and apron are available for the following situations</p> <ul style="list-style-type: none"> • Child/adult displaying symptoms of coronavirus and has to remain in school for a short period of time. The supporting adult will have access to PPE if needed • Perspex screen to be created in the reception area • Offices to be measured for possible PPE if 2m distance difficult to apply and limits on number in each space identified 	Medium

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			<p><u>Entry and exit to the school building</u></p> <ul style="list-style-type: none"> • Parents/Carers will drop off and collect children according to the information detailed above • Children will start and end the day at ‘staggered’ times • A sign will be displayed in reception that states that only family/visitor should be present in the reception area at any one time. 	Medium
			<p><u>Virtual communication technologies</u></p> <ul style="list-style-type: none"> • MS Teams to be used for all meetings, where possible 	Medium
			<p><u>COVID-19 symptom identification and reporting</u></p> <ul style="list-style-type: none"> • Symptoms guidance https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#symptoms • Any child displaying signs of COVID-19 should be isolated immediately, parents contacted and arrangements made for them to go home. • Any adult displaying signs should go home immediately • Details of the child/adult displaying symptoms of COVID-19 will be emailed to the admin team/school business manager. • Staff with symptoms should be tested https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested 	Medium
Negative effects on Mental Health and Wellbeing		High	<p><u>Staff</u></p> <ul style="list-style-type: none"> • VENN Wellbeing policy shared with all staff and staff referred to the support section • Health and wellbeing check for all staff as part of mid-year appraisals all staff • All staff in an identified group of three – regular contact with all members • Support from VENN HR partner, Lynsey Cook <p><u>Children</u></p> <ul style="list-style-type: none"> • PSHE, Health and wellbeing resources to be shared with children through the academy website, twitter and weekly welfare call to parents 	Medium

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			<ul style="list-style-type: none"> Weekly wellbeing calls to all parents of vulnerable pupils not attending, with reminders that a place is available in school; or discussion regarding support required The curriculum for all children will have a focus on SEMH 	
Communication issues		Medium	<p>Staff</p> <ul style="list-style-type: none"> Regular briefings through MS teams/ E-mails etc. Where room size and distancing allows some staff meetings or staff training may be conducted face-to-face. <p>Parents</p> <ul style="list-style-type: none"> Any parents' concerns will be dealt with promptly, with a response made within 48 hours by the appropriate adult. A letter was sent to parents explaining the school reopening plans; and messages to further update plans sent via Parentmail as required 	Low
Decline in educational standards through reduced learning opportunities		High	<p><u>Teaching Timetables for T&L of children attending school</u> Children will only have access to the following areas whilst in school</p> <p>Allocated classroom</p> <ul style="list-style-type: none"> Limited movement on corridors Allocated outdoor area for each year group – this will be accessed on rota where possible SEMH/ circle time will form part of the teaching timetable in each group daily Regular physical exercise / PE will take place outdoors where possible Outdoor learning will form part of the timetable, with outdoor being accessed on rota if necessary. Children will be allocated their own writing equipment - resources will not be shared. <p><u>Educational provision for children NOT eligible to attend the school setting OR are unable to due to criteria set out by the government i.e. isolating</u></p>	

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			<ul style="list-style-type: none"> Educational resources for these children will be produced and made available online as needed. Weekly home learning resources will only be made available through the website in response to a requirement for pupils to self-isolate. 	
Health and safety whilst in school			<ul style="list-style-type: none"> All adults will sign in as normal at the front office when they enter and exit the building A member staff with of first aid training will be on site at all times Pupils will be registered electronically – as before. 	
Safeguarding			<ul style="list-style-type: none"> Weekly welfare calls to be made to all vulnerable children who are not attending school Home visits to be made for children where we have concerns 	
Executive Head	Name	Amraz Ali	Signature	A Ali
			Date 22.6.2020	

		Consequence				
		What is the result of exposure to the hazard?				
		1 Insignificant First aid only	2 Minor Medical attention	3 Moderate Increased medical attention	4 Major Severe health crisis	5 Extreme Severe injury or death
Likelihood of occurrence	1 Rare	1	2	3	4	5
	2 Unlikely	2	4	6	8	10
	3 Possible	3	6	9	12	15
	4 Likely	4	8	12	16	20
	5 Almost certain	5	10	15	20	25

Legend: Low Medium High