

Name of School	Woodford Valley CE Primary Academy
Name of Headteacher	Rebecca Carson
Assessment completed by	Donna Young/Margaret Knight (CoG)
Assessment date	1 st September 2020 Updated 29.9.20

This risk assessment template sets out the measures that may be used to maintain a safe environment for all occupants and visitors to the school/setting and to reduce the transmission risk of covid-19 coronavirus as far as is reasonably practicable. Particular attention must be given to those at greatest risk including vulnerable groups, pregnant women, and those with underlying health conditions.

Useful links:

DfE Planning guide for primary schools can be found [here](#).

DfE guidance on implementing protective measures can be found [here](#).

Right Choice Coronavirus Resources are available [here](#).

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
1. Maintaining Social distancing – external areas		
Numbers on school transport impede social distancing.	<ul style="list-style-type: none"> Liaise with School Transport Team before changes to school times are made. 	Social distancing for children is no longer a requirement. However, the bus company will try to ensure children sit at a distance from each other by providing a big enough bus. Children from different Bubbles may have to travel into school on the same bus. The distancing will help to mitigate the impact of Bubble mixing. Parents to be told that the school transport will still be used and explain the procedures.

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Numbers of parents and children at entrances and exits impede social distancing.	<ul style="list-style-type: none"> • Instructions for parents/carers on social distancing rules on site. • Staggered start/finish times for different groups. • Markers on floor for children and parents to wait. Ensure markings do not create slip/trip hazard • Use of different entrances/exits for different groups. • Only one parent/carer to accompany child. • Staff on duty to supervise. • Signage. 	<p>Organised drop off so parents drop and go – no stopping. Staff will be at the drop off areas to meet the children and to direct them where to go. There will be a KS1 drop off area and a KS2 drop off area. Siblings will use the KS1 drop off area. The drop off time will be from 8.25- 8.45am. Pupils will go straight into class where they will be met by a teacher/TA. For the first two weeks, Yr R to arrive at 9am and buddies to meet them at the top gate, they will have a ‘buddy hoop’ to meet them and to walk down with them. Children to enter their classes and to wash hands immediately. KS1 will leave at 3pm from the field through the 3 different gates. Ks 2 to leave at 3.15pm from the gates.</p> <p>Sprayed 2m Markers laid out to ensure distancing. Letter to parents explaining the pickup and drop off arrangements.</p> <p>Teachers to take children to collection points. Only one parents to come to gate to collect. Signs used to prompt parents.</p>
Changes to school routine cause vehicular and pedestrian traffic management issues.	<ul style="list-style-type: none"> • Encourage parents to walk/cycle to school with children. • Stagger drop off / pick up times. • Review traffic management risk assessment where changes to start/end of day apply. • Encourage staff to walk/cycle to school. • Staff on duty to supervise. 	<p>Parents encouraged to walk or cycle if they can but very remote so not many parents can. Community to be advised a queue might appear as drop off is manned. Staff supervise</p>
2. Social distancing – internal areas and during breaks		<p>There is no expectation that children will keep any social distancing whilst in school. Children will be kept strictly in their class Bubbles and staff have been trained on ensuring that these Bubbles are kept separate for all activities including eating, playtime, activities indoors and outdoors. No child</p>

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		<p>may access the library or other shared areas where they might meet children from other Bubbles</p> <p>When walking down corridors, a one way system has been labelled. Government guidance indicates that passing traffic in corridors is, in any event, low risk</p>
<p>Pupil numbers and room sizes impede social distancing as there is an expectation that staff will continue to socially distance</p>	<p>.</p>	<p>Staff will aim to keep 2m distancing between themselves and children and between each other whenever and wherever possible. If adults have to engage more closely with children, they will not stay within 1m of children for more than a quarter of an hour with any child. TAs will stand at the back of the class and work from behind the children to prevent face to face contact. Teachers will aim to reduce face to face contact as much as possible. Software to enable teachers to look at work from a distance, mirroring it onto the whiteboard eg visualisers. Children will face forwards and sit side by side each other. Staff will not congregate closely in any area of the school</p> <p>No singing, no use of wind instruments, no shouting and very reduced indoor vigorous activity will be enforced since these can spread the virus.</p> <p>PE- Sept 20- pupils will carry out PE sessions in the hall when the weather is extremely bad. PE coaches will be told of precautions to use. Pupils to be spread out, activities chosen to stop too much movement among pupils. Windows and doors open to allow for ventilation</p>

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Number of pupils and staff moving around the school impede social distancing in corridors and other communal spaces	<ul style="list-style-type: none"> • Children remain in classroom during the day. • Use of a one-way system around the school. • A 'walk on the left' policy if one-way not practicable. • Consider using the pathways around the perimeter of the building to assist with circulation (weather and site layout dependent). • 	<p>Children to remain in class for the majority of the day</p> <p>Set playtimes for each class bubble</p> <p>Each class to have a designated play area</p> <p>Corridor marked with one way markings if pupils have to move around the school</p> <p>Assemblies to be conducted by class teacher or via zoom or school radio</p> <p>No gatherings that involve parents will take place until this is over. Parents will be encouraged not to linger at the school gates.</p>
Number of pupils and size of space impede social distancing when using toilets	<ul style="list-style-type: none"> • 	<p>Children can use the same toilets if in different Bubbles but classes will be encouraged to use the toilets at different times. Regular cleaning of the toilets will be necessary and pupils to be encouraged to wash their hands regularly.</p>
Number of pupils and available space impede social distancing at breaktime and lunchtime	<ul style="list-style-type: none"> • Staggered break and lunch times. • Allocated play areas for each group. • Consider zoning of play areas using markings / cones to reinforce distancing. • Games which encourage social distancing. • Staff supervision to maintain standards. • If hot meals are provided, transport safely to classroom or if canteen is available • Any crockery/cutlery used must be cleaned thoroughly. 	<p>Staggered break times and in different areas of school</p> <p>Staggered lunchtimes and in different areas of school</p> <p>Cooked lunches spread out in hall Lower KS1 , Year2/3 then Upper KS 2</p> <p>No contact games</p> <p>Staff to supervise these times</p> <p>All crockery and cutlery to be cleaned thoroughly</p> <p>Any playtime equipment used will be cleaned after use and classes will have their own supply of equipment</p>
Number of staff and size of staff spaces impede social distancing.	<ul style="list-style-type: none"> • Removal of furniture to create more space. • Removal of communal equipment (mugs etc) • Staggered break times for staff. • Repurpose unused spaces for additional staff rooms. 	<p>Soft furniture to be removed and stored in music room</p> <p>Staggered break times and lunchtimes for staff</p> <p>2 staff rooms set up to encourage social distancing</p> <p>Staff toilets to apply same rules</p>

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	<ul style="list-style-type: none"> • Staff toilets to enforce 2m distancing. 	Staff to use their own computer, if sharing, then computer to be wiped down before use
3. Hygiene and Cleaning	<u>Guidance on cleaning non-healthcare settings</u>	
Cleaning staff levels are insufficient to deliver enhanced cleaning regime.	<ul style="list-style-type: none"> • Confirm available cleaning staffing levels before re-opening. • Use of contractors or other school staff for cleaning. • Agree the new cleaning requirements and additional hours for this. • PPE to be worn by cleaning staff as dictated by risk assessment. • Leave resources to de-contaminate for 72 hours if possible. • 	<p>Cleaning staff able to keep the school clean – two to be on site every day to keep cleaning of key areas. The cleaning staff have been given a list of areas and items to be cleaned. The school has been used and cleaned and taps and pipes have been flushed through regularly throughout the outbreak. Staff will ensure regular cleaning of frequently touched surfaces throughout the day. Deep cleaning of the school will have happened over the summer holidays.</p> <p>PPE will be worn in line with our protocol on this, only when necessary</p> <p>Toys will be boxed up at the end of each day and left for 72 hours before being returned to circulation. Each Bubble will have its own equipment and each child their own pack of stationery. Library books will be allocated to Bubbles and kept in classes for 2 weeks, when returned to the library, they will be left for 72 hours before being re-distributed.</p>
Insufficient handwashing and hygiene facilities increase the risk of transmission.	<ul style="list-style-type: none"> • Hand gel dispenser outside of all classrooms. • Re-fills kept safely in each classroom. • Children to handwash on entry to school, before and after each break and lunch, leaving school and after using toilet. • Extra handwashing bowls in each classroom. • Extra signage for washing hands. 	<p>Hand gel dispensers in all classes</p> <p>Children to wash hands on entry to school, after each break/lunch, after using toilet</p> <p>Extra bowls in each class to help with hand washing</p> <p>Extra sinks outside to help with hand washing</p> <p>Lidded bins in each class</p> <p>Protocols for hand washing will be rigorously managed. Reminders and training as well as posters will support children in this and little ones</p>

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	<ul style="list-style-type: none"> Supplies of tissues and lidded bins in each teaching space and classroom. Ensure help is available for children who cannot clean their hands independently. Parts of school uniform which cannot be machine washed should not be worn. Ensure supplies of suitable soap. 	<p>will be supervised. School uniform will be worn and children are encouraged not to bring things in from home as far as possible.</p> <p>Stockpiles of soap, sanitiser and hand towels, spray, bleach and other necessary cleaning products are available in school and will be regularly reviewed and replenished.</p>
Exposure to new hazardous substances (products)	<ul style="list-style-type: none"> COSHH assessment to be carried out for any new cleaning/sanitising products in use. Additional cleaning staff to be made aware of the COSHH risk assessments. Appropriate storage of hazardous substances. Material data sheets to be made available for new and existing products. 	<p>COSHH assessments to be made for any new cleaning materials</p> <p>Storage is under lock and key and material data sheets are kept in the cleaning cupboard.</p>
4. Site and Buildings	<u>DfE Guidance on school premises management</u>	
Visitors/contractors/suppliers on site increase the risk of transmission.	<ul style="list-style-type: none"> Site visits only by pre-arrangement. 2m exclusion zones/markings in Reception areas. Information/signage for visitors informing them of the infection control procedures. Deliveries and visits outside of school opening hours where possible. Provision of hand gel at main school entrance. Process for the acceptance of deliveries required i.e. area where deliveries can be safely left. 	<p>Site visits by appointment only</p> <p>Deliveries and visit outside of working hours if possible</p> <p>Hand gel at entrance</p> <p>Agreed procedure for acceptance of goods</p> <p>Meetings with visitors and contractors will take place outside as far as possible and observing social distancing.</p> <p>Deliveries will be left in the reception area and left for 72 hours</p>
Changes affect normal emergency procedures.	<ul style="list-style-type: none"> Redeployed or displaced staff and children will be briefed on evacuation procedures. Review of fire assembly point to accommodate social distancing. Fire drill practice to review any adjustments made. 	<p>New fire drill will be rehearsed as soon as practicable on return to school</p> <p>Staff will share new fire drill procedures with pupils</p>

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Site security is compromised by new arrangements.	<ul style="list-style-type: none"> • Normal security standards will apply, doors which may be used for drop-off/pick up should then be closed during the school day (and locked if not fire doors). • Additional ventilation via open doors and windows should not occur in unoccupied parts of the site. 	Normal security to be adhered to – staff supervising drop off will close gates Visitors will enter the school via reception and adhere to school policy for social distancing
5. Equipment and furniture		
Shared play equipment increases the risk of transmission.	<ul style="list-style-type: none"> • Fixed play equipment to be put out of use. • Soft toys and difficult to clean play equipment to be removed. • Individual items of play equipment to be cleaned between each use. 	Fixed play equipment to be out of use Classes to have own supply of outdoor play equipment which can be cleaned thoroughly after playtimes Soft toys etc to be removed Children not allowed to bring in own soft toys KS1 children will not be expected to maintain social distancing and can play freely with toys together. KS2 will be encouraged to keep social distancing where possible.
Shared equipment, fittings and resources increase the risk of transmission.	<ul style="list-style-type: none"> • Handwashing before and after each lesson. • Remove unnecessary items from the classrooms and store elsewhere. • Cleaning regime for door handles, press to exit buttons, communal surfaces. • Children asked to bring in own stationery or have allocated, named, packs of stationery per child. • Resources and surfaces to be cleaned each night. • Lessons planned so resources are not shared. • Limit the number of resources/books taken home. 	Children given own pack in zipped bag of stationery they will be using. Pencil pots of pens and crayons will be on pupil's desks. Children not to bring in own stationery- parents to be informed of this before school re-starts. Reading books can go between home and school- when returned, they will be left for 72 hrs before being used again. This means children may not take books home so frequently.

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Increased manual handling tasks increase the risk of musculoskeletal injuries.	<ul style="list-style-type: none"> Staff must not attempt to move large or heavy items unless they are fit to do so. 	Staff to adhere to rules lifting heavy furniture- NO lifting of heavy furniture on your own, have help form others.
6. Health and Wellbeing		
Staffing levels (insufficient) cause supervision, ratio and safeguarding issues.	<ul style="list-style-type: none"> Carry out an audit of all staff availability and review it regularly. Introduce a process for staff to inform you if their health situation changes. If there is a shortage of teachers consider use of suitably qualified TAs to lead a group and maintain ratios. Use of staff from other schools (by agreement). 	<p>All classes will have at least two members of staff within them.</p> <p>TAs can be used to lead groups of children</p> <p>Staff to inform head teacher or deputy if they are poorly. School will endeavour to use same supply teachers to cover illness.</p> <p>PPE – gloves, masks, aprons and visors available to staff</p>
Volunteer wellbeing (if applicable)	<ul style="list-style-type: none"> Volunteers will be treated in the same way as school staff and provided with the same information, instruction, training and equipment. Volunteers will be included in regular communications and be given the opportunity to feedback any concerns. 	Volunteers will be trained and supervised, never left alone with a Bubble. All will have had induction and will be part of regular communications
Vulnerable / Extremely vulnerable children at higher risk of infection.	<ul style="list-style-type: none"> Parents should follow current medical/government advice if their child is in this category. 	Individual plans per EHCP pupils-if necessary Risk assessments for vulnerable and extremely vulnerable children will take place before they can be admitted.
Person becomes unwell with Covid 19 symptoms in school	<ul style="list-style-type: none"> Move to a pre-designated room where person can be isolated, with adult supervision if a child. Ventilate the room if possible. PPE should be worn if contact is required. Inform parent/carer to arrange collection. Cleaning regime after each usage of the space. Consider purchase of non-contact thermometer. 	The protocol for caring for a person suspected to have Covid 19 is written up and has been signed by all staff.
Staff wellbeing affected by the working experience.	<ul style="list-style-type: none"> Application of national guidance in respect of shielding and at-risk groups. Include staff in risk assessment process. 	Staff meetings to take place in the staffroom but staff to spread around the room

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	<ul style="list-style-type: none"> • Staff meetings and communication. • Defined wellbeing support measures for staff. • Designated staff rest areas. 	<p>All staff will have been part of the risk assessment process so that they are clear of the guidance SLT to check on staff and teachers to check on their own TAs</p> <p>Two designated staff rooms</p> <p>Sch C able to talk to staff who feel overwhelmed</p>
<p>Pupil wellbeing is impacted by the current situation causing physical and mental ill health.</p> <p>School Effectiveness guidance on Right Choice</p>	<ul style="list-style-type: none"> • Children to have allocated teacher and TA where possible. • Reduced time in school to ensure transition from home to school is successful. • Curriculum to support children’s well-being. • Provide opportunities to talk about their experiences/concerns. • Pastoral activities. 	<p>Pupils will have their own class teachers and TAs to talk too.</p> <p>School Counsellor available to talk to pupils who are finding things tricky</p> <p>School will use first couple of weeks as a settling in period and PSHE to take place in classes- exercises to allow children to reflect on this time and express their feelings about it have been planned.</p>
<p>First aid provision</p>	<ul style="list-style-type: none"> • Ensure all staff know First Aiders on site if less than normal. • If provision is less than usual, minimise hazardous activities which may result in injury. • Ensure a supply of PPE is available for provision of first aid and use and dispose of accordingly. 	<p>All First Aiders on site and 3 staff are paediatric first aid trained</p> <p>See protocol for First Aid</p>
<p>1:1 teaching, physical restraint and children with SEND or EHC plans are adversely affected by the current situation.</p>	<ul style="list-style-type: none"> • Individual risk assessments of children with behavioural difficulties. • Ensure a supply of PPE is available based on need. • Reduced timetable or consideration of other solutions if child’s behaviour puts staff at risk. • 1:1 teaching to be done at 2m distance. 	<p>Individual Risk Assessment of our SEND pupils or other pupils who may be affected by the situation</p>
<p>7. Other – specific to your school</p>		
<p>Woodpeckers Changing bubbles</p>	<p>Guidance from Unison states that from September 2020 After school provision can open as child minders can open which will put different children</p>	<p>To encourage children to stay within class bubbles.</p> <p>To use the Hall which will provide more space to separate the children into class bubbles</p>

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	together. Children to be encouraged to stay in class bubbles at Woodpeckers.	
Woodpeckers Cleaning	Cleaning of tables, chairs and surfaces at the end of the school day before Woodpeckers. Handwashing	All hall tables, chairs and surfaces to be cleaned before the children enter, and at the end of the session. Children will wash hands on arrival and when they leave the club
Woodpeckers Snack	All children to wash hands before snack and to sit in bubble or at an appropriate distance. Also, to wash hands after eating.	Plenty of space and tables in the hall to do this.
Woodpeckers Equipment	Equipment/Toys to be limited to toys that can be cleaned at the end of a session. Outside play see school risk assessment.	Children to have their own craft equipment at each session and complete at their own table area within their own Bubble
Breakfast Club	Children to sanitise hands before coming into the hall	Children sat at Year group tables so in their own bubble Staff serve the children so that children are not moving around Tables spaced out

I confirm that the above is a suitable and sufficient risk assessment based on current information. The risk assessment will be reviewed on a regular basis and whenever anything relevant changes. All relevant parties will be informed of the outcomes of this risk assessment.

Name of Headteacher	Rebecca Carson	
Signature of Headteacher	R Carson	Date:
Name of Chair of Governors / Trustees	Margaret Knight	
Signature of Chair of Governors / Trustees	M Knight	Date: 1 st September 2020
Date of review	29.9.20 21/10/20	