



**SOMERSET**  
County Council

# Meare Village Primary School (226)

## Risk Management - Assessment Report

**Risk Area:** COVID-19  
**Assessment Framework:** September 2020 COVID-19:  
 Classrooms  
**Work Area or Activity:** COVID-19 - Wider Opening of Schools  
**Competent Person:** Jan Fellows  
**Assisted by:** Clare Pappin  
 Jan Fellows  
**Groups Affected:** Pupils, Staff, Parents  
**Notes:** Risk Assessment for reopening of  
 schools in September - Classrooms

**Assessed on:** 16/07/2020

<b>Risk Rating:</b>	Below 9 - Low Risk 9 to 14 - Medium Risk 15 or above - High Risk
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**To be Reviewed on:**

What are the Hazards?	What is already being done?	Is this considered satisfactory?	Risk Findings
Are handwashing/sanitising facilities available before entering the classroom and procedures in place to ensure that this takes place?	Yes, all parents/children have been provided with a drop off time/point. This will either be at the back or front of the school depending on which class the children are in. Children will be asked to sanitize their hands by members of teaching staff and classroom support staff using the resources provided by the school before entering the classroom.	Yes	Severity: 1 Likelihood: 1 <b>Risk Rating:</b> 1

<p>Are teaching staff, including classroom support staff, teaching the same class group/set of pupils wherever it is possible to do so?</p>	<p>Wherever it is possible to do so, we will ensure that teaching staff are teaching the same class group. However, due to the size of our school and the small number of staff personnel we have available to us, we do need to ask some of the classroom support staff to move between bubbles. We will ensure that they adhere to the strict handwashing guidance before exiting and entering classrooms and social distancing of 1 metre is to be observed in order to minimize transmission between classrooms.</p>	<p>Yes</p>	<p>Severity: 1 Likelihood: 1 <b>Risk Rating:</b> 1</p>
<p>Are there arrangements in place to keep class groups kept separate from other groups e.g. no school assemblies, collective worship, staggered lunchtimes and playtimes etc?</p>	<p>Assemblies/whole school gatherings will not be taking place in accordance with government guidance. Morning Break 10.25 -11.00: Each Class will have a 15-minute break on the back-playing field. The school field will be divided into two sections using cones and each class will have their own playtime equipment. There will be five minutes between each play slot to allow time for Pyxis and Pegasus to leave the field before Draconis and Centaurus come out. Staff will be on rota to cover break duty. 10.25-10.40: Pyxis/Pegasus 10.45-11.00: Draconis/Centaurus Lunch Break 12:20-1:15: Lunch times will be staggered. Two classes</p>	<p>Yes</p>	<p>Severity: 1 Likelihood: 1 <b>Risk Rating:</b> 1</p>

	will eat lunch while two classes are at play. The classes will then swap. As with playtimes, each class will have their own play equipment. Staff will be on rota to cover lunch duty.		
Are teaching staff, including classroom support staff, aware that they must stay 2m away from others wherever possible, or minimise time spent with an individual within 1 metre of them?	Yes, the most recent government guidance has been shared with all staff members via email. We have an INSET day on Thursday 3rd September and staff will be told about the most recent government guidance in terms of social distancing. We will make the rules regarding social distancing at 2m/1m explicitly clear and ask staff to sign a document to say that they are aware of the social distancing procedures that need to be adhered to whilst in school.	Yes	Severity: 1 Likelihood: 1 <b>Risk Rating:</b> <b>1</b>
Have you designed the layout of the classroom to maximise social distancing e.g. desk spacing, forward facing desks?	Yes, the teaching staff have been sent the government guidance that discussed the need to design the layout of the classroom to maximise social distancing. The headteacher has also had a conversation with all teaching staff about the need to adhere to the guidance. All desks will be facing the front of the classroom and will be in rows to reduce children facing each other and maximizing the risk of transmission.	Yes	Severity: 1 Likelihood: 1 <b>Risk Rating:</b> <b>1</b>
Have you maximised ventilation in the classroom e.g. opening windows, maximum flow	Where possible, classroom windows will remain open to ensue maximum flow of	Yes	Severity: 1 Likelihood:

on ventilation systems etc. (noting that fire doors must remained closed)?	ventilation throughout the classrooms. All doors that are not fire doors will be propped open too.		1 <b>Risk Rating:</b> 1
Have you considered further social distancing measures around the school premises e.g. a one-way flow system, different entrances/exits to the classrooms, toilet breaks, minimising movement around the premises, corridor dividers?	Children will enter/exit the classrooms through the back door to ensure they are not walking through the school premises when going out at break/lunchtimes. Doors that are not fire doors will be propped open to minimize the number of hands touching door handles when leaving the classroom to go to the toilet etc.	Yes	Severity: 1 Likelihood: 1 <b>Risk Rating:</b> 1
Have you considered strategies for children with additional needs to support them understanding the new processes e.g. routes around the classroom/building in braille, meaningful symbols, supported learning to understand the new systems in place?	Children with additional needs have been sent a social story which details the measures in place surrounding social distancing/handwashing etc. Symbols and signs have been placed around the school that are accessible to all children. Children with additional needs will also be sent a document about what the school will look like upon returning in September so that they are readily prepared.	Yes	Severity: 1 Likelihood: 1 <b>Risk Rating:</b> 1
Have you considered catering and lunchtime provision arrangements?	Lunch Break 12:20-1:15: Lunch times will be staggered. Two classes will eat lunch while two classes are at play. The classes will then swap. As with playtimes, each class will have their own play equipment. Staff will be on rota to cover lunch duty. KS1 - 12.20-12.50 lunch in classrooms 12.50-1.15 on back	Yes	Severity: 1 Likelihood: 1 <b>Risk Rating:</b> 1

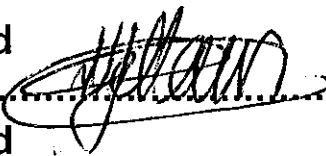
	<p>playing field  KS2 - 12.30 - 1.50 play on back playing field  1.50 - 1.15 - lunch in classrooms.  KS children who have School lunches will have these in their allocated classrooms. These will be brought to them by a member of lunch staff on the dinner trolley so that the children do not need to walk through the school to collect their lunch, minimizing the number of crossings in the corridor.  An addendum will be added when hot meals resume.</p>		
Have any areas shared by staff been adapted to ensure social distancing is maintained e.g. staff rooms, offices etc?	Yes, the chairs have been moved in the staff room to ensure appropriate social distancing and there is a 2 metre gap between the desks in the main office.	Yes	Severity: 1 Likelihood: 1 <b>Risk Rating:</b> <b>1</b>
Has each individual child been allocated their own stationery and secured in separate named storage e.g. zipper bags, trays?	Yes, sharing of stationery is still not advised in the most recent government guidance. Each child will have their own pencil, rubber, ruler, felt tipped pens, crayons and glue sticks. Children will be encouraged to bring in their own pencil case which should be left at school.	Yes	Severity: 1 Likelihood: 1 <b>Risk Rating:</b> <b>1</b>
Have you a system in place for cleaning or rotating resources (i.e. out of reach for 48 hours/72 hours for plastics) that are shared between classes or bubbles and for home	Each class will have their own set of outdoor resources e.g. tennis rackets, balls, footballs etc. which only that class will be able to use. These will be cleaned thoroughly after each use using	Yes	Severity: 1 Likelihood: 1 <b>Risk Rating:</b> <b>1</b>

learning in between use?	antibacterial spray. Homework will be sent via Class Dojo. The work will be uploaded via the students portfolio to be marked, thus minimizing the need to take a book home each week. Children will be encouraged to use online resources such as Oxford Owl when reading at home. However, if books are shared between school and home then they will be put in a box on book changing day and be wiped down with antibacterial spray before being put back on the shelf.		1
Have you considered limiting shared resources that are taken for further home learning e.g. reading books?	Children will be encouraged to use online resources such as Oxford Owl when reading at home. However, if books are shared between school and home then they will be put in a box on book changing day and be wiped down with antibacterial spray before being put back on the shelf. Homework will be set via Class Dojo so that Homework books do not need to be passed between home and school.	Yes	Severity: 1 Likelihood: 1 <b>Risk Rating:</b> 1
Is outdoor playground equipment cleaned frequently, including those used indoor and outdoor by wraparound care providers?	All classes will have their own box of outdoor playground equipment that have been allocated to them. These will be thoroughly wiped between each use to reduce virus transmission. Wraparound care providers will need to have their own box of	Yes	Severity: 1 Likelihood: 1 <b>Risk Rating:</b> 1

	resources which are thoroughly wiped with antibacterial spray between each use to ensure that there is no cross contamination of resources.		
Is there a system in place to record the names of pupils in their social 'bubbles'?	A register is taken for children who are using breakfast club and after school clubs which will be stored in a central location. Teachers will ensure they have set places for each children so that they are not sitting in different seats when they are in the classroom.	Yes	Severity: 1 Likelihood: 1 Risk Rating: 1

Jan Fellows

Signed



Dated 3 Sept 2020

Co-ordinator

Signed

Dated .....

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