



**SOMERSET**  
County Council

# Meare Village Primary School (226)

## Risk Management - Assessment Report

<b>Risk Area:</b>	COVID-19
<b>Assessment Framework:</b>	September 2020 COVID-19: Classrooms
<b>Work Area or Activity:</b>	COVID-19 - Wider Opening of Schools
<b>Competent Person</b>	Jan Fellows
<b>Assisted by:</b>	Clare Pappin Glenda Jones
<b>Groups Affected:</b>	Pupils, Staff, Parents
<b>Notes:</b>	Reviewed to make amendments. Assessment updated to reflect wider opening of school from 8 March 2021.

This is a review of an assessment carried out on 16/07/2020

This is a review of an assessment carried out on 03/11/2020

This is a review of an assessment carried out on 01/03/2021

<b>Assessed on:</b>	04/03/2021	<b>Risk Rating:</b> Below 9 - Low Risk 9 to 14 - Medium Risk 15 or above - High Risk
<b>To be Reviewed on:</b>	31/08/2021	

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 on entry and exit.	Yes	Severity: 1 Likelihood: 2 <b>Risk Rating: 2</b>
Are teaching staff, including classroom support staff, teaching the same class group/set of pupils wherever it is possible to do so?	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.	Yes	Severity: 1 Likelihood: 2 <b>Risk Rating: 2</b>
Are there arrangements in place to	Weather permitting, assemblies	Yes	Severity: 1

keep class groups kept separate from other groups e.g. no school assemblies, collective worship, staggered lunchtimes and playtimes etc?	will be class based, virtual or socially distanced outside. Morning Break 10.30 -11.00: Each Class bubble has an allocated area of the playing field/playground. Each class will have their own playtime equipment. Staff will be on rota to cover break and lunch duty. KS1 will eat in the Hall, socially distanced, while KS2 play, then swap to 12.50pm.		Likelihood: 2 Risk Rating: 2
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. Adults will maintain 2m distance from each other and children where possible. Masks will be worn in areas where maintaining 2m distance is difficult. Staff participate in Lateral Flow Testing twice weekly, Sunday and Wednesday evenings. Occupied spaces will be well ventilated. PPE is available in all classes. Individuals have been instructed to wear appropriate PPE where necessary.	Yes	Severity: 1 Likelihood: 3 Risk Rating: 3
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 minimizing the risk of transmission.	Yes	Severity: 1 Likelihood: 2 Risk Rating: 2
Have you maximised ventilation in the classroom e.g. opening windows, maximum flow on ventilation systems etc. (noting that fire doors must remain closed)?	Where possible, classroom windows will remain open to ensure maximum flow of ventilation throughout the classrooms. All doors that are not fire doors will be propped open too.	Yes	Severity: 1 Likelihood: 2 Risk Rating: 2
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: 2 Risk Rating: 2
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	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	Yes	Severity: 1 Likelihood: 2 Risk Rating: 2

learning to understand the new systems in place?	placed around the school that are accessible to all children.		
Have you considered catering and lunchtime provision arrangements?	Classes will eat in their key stage bubbles. Each class has their own tables and entry and exits to the Hall. 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 cover their own classes on a rota. KS1 - 12.20-12.50 lunch in the Hall while KS2 are at play. KS2 - 12.50 - 1.15 play in Hall while KS1 are at play. Staff from class bubbles will serve hot meals to children.	Yes	Severity: 1 Likelihood: 2 Risk Rating: 2
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. A perspex partition has been fitted between the desks in the main office. Staff to wear masks in areas where 2m distancing cannot be maintained.	Yes	Severity: 1 Likelihood: 2 Risk Rating: 2
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. Teachers will ensure they have set places for each child so that they are not sitting in different seats when they are in the classroom.	Yes	Severity: 1 Likelihood: 2 Risk Rating: 2
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 learning in between use?	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 antibacterial spray. Homework will be sent via Google Classrooms. 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.	Yes	Severity: 1 Likelihood: 2 Risk Rating: 2
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. Children have been issued with home and school books. School books do not go home and are sanitised and unused for a period of 48-72 hours. When home books are	Yes	Severity: 1 Likelihood: 2 Risk Rating: 2

	returned they are sanitised and unused for 48-72 hours. Homework will be set via Google Classrooms.		
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 resources which are thoroughly wiped with antibacterial spray between each use to ensure that there is no cross contamination of resources. Revised Control measure: Will be kept under review. Applied successfully on 17/09/2020	Yes	Severity: 1 Likelihood: 2 <b>Risk Rating: 2</b>
Breakfast Club - 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. The member of staff running the club is aware of which bubble the children are in. Children will be in class bubbles 2m apart. If the member of staff is off sick the Headteacher will cover in the short term. If it is long term breakfast club would be cancelled. The maximum number of children would be 10 at breakfast club although there is an average of 4-5 per morning.	Yes	Severity: 1 Likelihood: 2 <b>Risk Rating: 2</b>

Jan Fellows

Signed .....

Dated .... 4/3/2021

Co-ordinator

Signed .....

Dated .....

**Copyright:- This Assessment is to be used for activities which are organised by, or participated in by, individuals associated with the Establishment identified in the title block or other establishments federated with it.**