



# Meare Village Primary School (226)

## Risk Management - Assessment Report

**Risk Area:** COVID-19  
**Assessment Framework:** Covid-19 - Re-opening of Schools  
**Work Area or Activity:** COVID-19 - Wider Opening of Schools  
**Competent Person:** Jan Fellows  
**Assisted by:** Jan Fellows  
**Groups Affected:** Pupils, Staff, Parents

**Notes:**

**Assessed on:** 05/01/2021

**To be Reviewed on:** 01/09/2021

<b>Risk Rating:</b>	Below 9 - Low Risk 9 to 14 - Medium Risk 15 or above - High Risk
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What are the Hazards?	What is already being done?	Is this considered satisfactory?	Risk Findings
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Have you used the premises re-opening checklist to ensure that the school is ready for the safe return of staff and pupils?

Meare Village Primary School has been open so all annual surveys and Health and Safety Checks that are normally completed are within the schedule.

There are plentiful supplies of hand soap, paper towels and hot water in every toilet, including accessible toilet and classrooms. The school has a stock of hand soap, as well as hand sanitizer, to replenish what is currently available. There are supplies such as disposable paper/towels for wiping down equipment, as well as tables.

Each class will have their own stock of hand soap, hand sanitizer, paper towels, disposable roll and disinfectant spray which will be checked at the end of the day when classrooms are cleaned. The classrooms will all be provided with lidded bins and all rubbish will be double bagged before disposal.

Each classroom which has been used by 'bubbles', as well as all toilets, will be thoroughly cleaned at the end of each day by the cleaning team. The daily cleaning will include all areas in the photocopier room, door handles, tables/counter tops/computers (including mouse and keyboard), light switches, telephones, chairs, toilets, sinks, taps and other areas which are touched regularly. All doors (which are not fire doors) to be propped open to minimize staff and children touching these areas.

Teachers and support staff will clean any equipment/toys/resources that have been touched at the end of each day using sterilizing spray/tablets. Certain classroom equipment e.g. soft furnishings/soft toys will be removed from the classrooms as these can not be easily cleaned. We will discourage visits from contractors during this time, however if they NEED to be in school then they will be asked to wear full PPE. Social Workers/Police and other multi agency staff visiting due to safeguarding issues will be allowed on site wearing a mask and be asked to wash/sanitise their hands on arrival and departure of the setting.

Each classroom to be provided with gloves, disinfectant spray, disposable roll in the case of sneezes needing to be cleaned up. On arrival, all children will sanitise their hands and be encouraged to do so on a regular basis. Good hygiene around 'Catch it, bin it, kill it' will be part of the regular curriculum. Posters will be displayed in the main office, on school gates, in classrooms and all toilets about the correct hand washing procedure. There will be emergency PPE in school to enable staff when dealing with first aid, intimate care or any child unable to blow their nose etc. to be shielded through the use of PPE. All hand dryers to be disconnected and everyone to be encouraged to use paper towels. All drinking fountains to be taken out of use. All classrooms which are used need to have windows that open for air to circulate. External doors, providing they are not fire doors, will be propped open for ventilation. The staff car park/side gates will be locked during the day for security purposes to ensure all children are kept safe.

Yes

Severity:2  
Likelihood:1  
Risk Rating:2

Have travel arrangements been adjusted (where necessary) in line with the guidance for Covid-19? Please see Government Advice before reopening schools ( <a href="https://tinyurl.com/yaxo63f6">https://tinyurl.com/yaxo63f6</a> )	We will be actively advising parents/carers to walk to school wherever possible. There are no children, as far as we are aware, that use public transport to attend school.	Yes	Severity:1 Likelihood:1 <b>Risk Rating:1</b>
Is the school accommodating children from other schools?	No, only children on roll at our school.	Yes	Severity:1 Likelihood:1 <b>Risk Rating:1</b>
Are arrangements in place for parents and guardians to collect and drop off students e.g. staggered times, maintaining social distancing outside school gates, minimising adult to adult contact?	All parents will be asked to collect/drop off their children at the back gate, where yellow lines will be painted on along the path to mark a safe 2 metre distance so families can not get too close to each other during these times. Adults have been asked to wear masks in the queue. The school day begins at 8.40am and pick up is at 3pm. Parents will be required to walk through the Staff car park to exit at drop off and collection so that it is a one way system and to minimize contact. NO PARENT/CARER WILL BE ALLOWED TO PASS THROUGH THE BACK GATE AND CHILDREN WILL HAVE TO ENTER THE GATE ON THEIR OWN, INCLUDING RECEPTION PUPILS. No parent/carer will be allowed to enter the school building. Parents will be asked to arrive promptly to reduce the opportunity for large groups to gather together. Parents will be asked to manage their child's behaviour and keep them with them rather than allowing them to run around and mix with other children. Parents will be informed of these measures by email, Class Dojo and posters put up around the site. Staff to welcome pupils at the gates to minimize any worry or concern for both children/parents. Parents will be advised not to arrive until their allotted time to avoid congestion or over crowding at the school gates. They will also be encouraged to social distance themselves on the pavements, but there will be insufficient school staff to patrol this outside of the school gates. If there is too many parents/children arriving at the start/finish times then the suggested times above will have to be reviewed.	Yes	Severity:1 Likelihood:1 <b>Risk Rating:1</b>
Do you have adequate First Aid provision in the school?	Yes, there are several staff in KS1/KS2 and the cleaning team with first aid training and qualifications including Peadiatric first aid.	Yes	Severity:1 Likelihood:1 <b>Risk Rating:1</b>
Will there be vulnerable children who require medicines that need to be administered by way of agreement with the parent/guardian?	Currently, there are no vulnerable children in school who require medications.	Yes	Severity:1 Likelihood:1 <b>Risk Rating:1</b>
Are arrangements in place should a member of staff or child fall ill? This should include isolation whilst waiting to leave the school and informing staff, parents and guardians to follow current guidance provided by NHS/Public Health?	All staff will be vigilant in observing any visible signs of symptoms of Covid-19 (high temperature and continuous cough). If a child or member of staff were to fall ill they will be moved to an isolation room. Parents/Carers will be called immediately and the child/adult is to be removed from the school premises as soon as possible. The parents will be told to self isolate for 10 days and the child/adult not to return to school for 10 days. All staff and children who have been in contact with the child/staff member will be informed that they may have come in to contact with Covid-19 and be asked to self isolate for 10 days. Staff/Parents will be advised to apply for testing of themselves and their families. If the test is negative they will be allowed to return to school/work. PHE will be informed and advice sort about closure for deep cleaning.	Yes	Severity:2 Likelihood:1 <b>Risk Rating:2</b>

Are parents, guardians and students informed not to come into school should they suspect that they display any of the symptoms relating to Covid-19?	Parents will be informed very clearly NOT TO COME IN TO SCHOOL IF THEY SUSPECT ANY ONE IN THEIR FAMILY IS DISPLAYING SYMPTOMS of Covid-19.	Yes	Severity:1 Likelihood:1 <b>Risk Rating:1</b>
Do you ensure regular and frequent breaks are incorporated throughout the day, so that staff and students can wash their hands whilst in school? If hand sanitizer is used there is a risk of bottles being stolen.	Breaks will be organised throughout the day for each bubble. Hand washing will be actively encouraged throughout the day. Hand sanitiser will only be used if there is no soap and water available because the washing actions of soap and water are more effective against the virus than sanitiser. There will be bottles of hand sanitiser available at the main entrances which is to be used if soap is not available. There will be a staff lunch rota and morning break rota.	Yes	Severity:1 Likelihood:1 <b>Risk Rating:1</b>
Are there posters/notices around the school to encourage and remind everyone to good hygiene?	There are posters around the school to remind children/staff about hand washing. Social distancing posters will be placed around the school before extending the number of cohorts attending.	Yes	Severity:1 Likelihood:1 <b>Risk Rating:1</b>
Have you ensured that the school has a regular supply of soap, anti-bacterial gel, hand sanitiser and cleaning products and that there are sufficient supplies in the school reflecting the increased usage?	The Senior Leadership Team, which includes the Business and Premises Manager, have planned for sufficient supplies. This will be reviewed weekly to monitor usage and the cleaners will be advised to notify as soon as possible if they notice supplies are running low. However, this should not be necessary based on the currently supply in the school.	Yes	Severity:1 Likelihood:1 <b>Risk Rating:1</b>
Are arrangements in place for social distancing within the school setting? e.g. minimising class sizes, staggered lunches etc.	Key Stage bubbles have been introduced in order to maximise the availability of teaching and TA staff. This will allow teaching teams to have sufficient breaks between teaching days. Children lunch in Key Stages at tables with 2m distancing. Meals are served to children by adults assigned to their class so there is no need for children to queue.	Yes	Severity:1 Likelihood:1 <b>Risk Rating:1</b>
If teaching assistants are allocated a group of children, have they been fully informed by the teacher of the lesson plans and necessary resources required?	We do not have the need for this at the moment, however if a HLTA or a TA were to be allocated a group, they would be fully informed by an allotted teacher of plans and routines.	Yes	Severity:1 Likelihood:1 <b>Risk Rating:1</b>
Have you designed the layout of the classroom to maximise social distancing?	Children sit in rows to allow 2m for social distancing.	Yes	Severity:1 Likelihood:1 <b>Risk Rating:1</b>
Have you maximised ventilation in the classroom e.g. opening windows, maximum flow on ventilation systems etc. (noting that fire doors must remained closed)?	Every room will have external doors propped open and all windows open every day to ensure maximum flow of ventilation. Fire doors will remain closed.	Yes	Severity:1 Likelihood:1 <b>Risk Rating:1</b>
Have you considered learning outdoors?	Yes, there will be a timetable for staggered use of outdoor areas, including playgrounds, forest school area and field. PE and other activities will need to be carefully considered. Each bubble is to have their own box of outdoor equipment which is all plastic and easy to wipe clean after each use. Equipment that can be passed from one child to another will need to be avoided.	Yes	Severity:1 Likelihood:1 <b>Risk Rating:1</b>
Have you removed access to play items and materials where there is a higher risk of cross-infection e.g. soft furnishings, soft toys and those with intricate parts?	All play items and materials where there is a higher risk of cross contamination e.g. soft furnishings, soft toys etc. will be removed. If any resources that are kept in the classroom and used e.g. duplo, they will only be accessible to individual children in any one day and sterilised and cleaned using Milton disinfectant spray or a sterilising tablet.	Yes	Severity:1 Likelihood:1 <b>Risk Rating:1</b>

Have you a system in place for cleaning learning/play equipment in between different groups of children using the resources?	No other bubble will be sharing a classroom and we will ensure each bubble has its own box of wipeable outdoor play equipment but all equipment that has been used will be sterilised at the end of the school day using sterilising spray/tablets.	Yes	Severity:1 Likelihood:1 <b>Risk Rating:1</b>
Has each individual child been allocated their own stationery and secured in separate named storage e.g. zipper bags, trays?	We will organise for all children to have their own pack of stationery. We are asking parents not to provide a pencil case/book bag for their child from home. We will avoid using resources that need to be shared. If books are to be used then these need to be cleaned/wiped as soon as they have been touched.	Yes	Severity:1 Likelihood:1 <b>Risk Rating:1</b>
Have you considered limiting shared resources that are taken for further home learning e.g. reading books?	No resources/reading books will be sent home.	Yes	Severity:1 Likelihood:1 <b>Risk Rating:1</b>
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, staggered playtimes/lunchtimes, corridor dividers?	There will be minimal movement in the corridors or around the school building. Each bubble with have an allocated toilet. All bubbles will enter/exit via external doors to their classroom. A one way system for parents for drop off/pick up times will be in place with them entering down the back path, adhering to the floor markings and exiting through the staff car park. As previously mentioned there will be staggered lunch/break times for each cohort too.	Yes	Severity:1 Likelihood:1 <b>Risk Rating:1</b>
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?	We will be using Communicate in Print/Widgit symbols to use throughout the school to make the signs accessible for all. Children will practise moving through the school to fire assembly points and regular fire practise will take place. All parents to receive a copy of a social story that has been made which include symbols to outline to parents what their child needs to expect when returning to school.	Yes	Severity:1 Likelihood:1 <b>Risk Rating:1</b>
Have you considered catering and lunchtime provision arrangements?	Children stay in Key Stage bubbles sitting 2m apart. Adults are assigned to classes and serve meals so children don't need to queue or cross bubbles.	Yes	Severity:1 Likelihood:1 <b>Risk Rating:1</b>
Has consideration been made about whether to close some parts of the school to reduce the spread of the virus on surfaces?	We will only be using the rooms that we require for the safe running of the school each day. This will include: staff room, photocopier room, both offices, staff toilets, Pyxis, Draconis and Centaurus classroom and both children's toilets. The school library, Pegasus and ELSA room will remain shut.	Yes	Severity:1 Likelihood:1 <b>Risk Rating:1</b>
Do you ensure the cleaning of well used surfaces is increased? e.g. Door handles, communal areas etc?	The SLT and cleaning team will ensure that these areas are deep cleaned each night. We are only opening for Key Worker children on Fridays to ensure that an even deeper clean can take place, ready for the forthcoming week. Doors which are not fire doors will be propped open to ensure that they are not being touched.	Yes	Severity:1 Likelihood:1 <b>Risk Rating:1</b>
Have you made cleaning equipment available for staff to use to clean equipment in between group activities? Is this cleaning equipment stored securely in a locked cupboard and clearly labelled?	Each staff team will be given appropriate cleaning equipment and this will be stored in the teachers cupboard which is locked away, out of children's reach.	Yes	Severity:1 Likelihood:1 <b>Risk Rating:1</b>
Have you made arrangements with cleaning providers for additional cleaning?	We have our own cleaning team who have already deep cleaned all the rooms not in use for the current vulnerable/key worker children. Cleaners will also be conducting a deep clean on a Friday to ensure it is thoroughly disinfected before being used the following week. Staff will clean resources which have been used at the end of the day and the cleaning team will be in to clean classrooms, door handles, toilets etc.	Yes	Severity:1 Likelihood:1 <b>Risk Rating:1</b>

Do you ensure there is enough staff to manage the number of young people that are using the school?	Yes, each bubble will have at least a Teacher and TA in at all times. This will help to relieve staff if they need to go to the toilet/have a break etc. Those children with SEN will have their needs met by an additional adult joining the bubble if the need arises. There are members of staff who will be office based who can support when required.	Yes	Severity:1 Likelihood:1 <b>Risk Rating:1</b>
Do you ensure the school is up to date with government guidelines in relation to Covid-19? Guidance: <a href="https://www.gov.uk/coronavirus/education-and-childcare">https://www.gov.uk/coronavirus/education-and-childcare</a>	All government guidance will be printed off and stored centrally in a folder to be accessed when needed. This information can also be accessed online. It has been sent to relevant staff members upon receipt via email too.	Yes	Severity:1 Likelihood:1 <b>Risk Rating:1</b>
Have you updated your Business Contingency Plan to take into account the affects that Covid-19 crisis is having or may have on your school?	The business contingency plan is currently being reviewed by SLT.	Yes	Severity:1 Likelihood:1 <b>Risk Rating:1</b>
Have you reviewed your PEEPs for children needing extra assistance during emergencies?	Currently there are no children attending who need a PEEP but this will be kept under constant review.	Yes	Severity:1 Likelihood:1 <b>Risk Rating:1</b>
Where first aid is required do you ensure that people not involved in the incident remain more than 2 metres away from the scene?	Yes there will be an equal distribution of first aiders around the bubbles. All staff will have it made clear that if a child has an accident or first aid is required, only the designated staff can administer it. That person is to be dressed in appropriate PPE and no other staff or child may go closer than 2 metres.	Yes	Severity:1 Likelihood:1 <b>Risk Rating:1</b>
Where first aid is required do you have and ensure that staff with responsibilities to administer First Aid to suspected Covid-19 individuals wear Personal Protective Equipment prior to commencing treatment? (e.g. gloves/apron/fluid-resistant mask/safety glasses)	All staff administering first aid will be expected to wear PPE. All PPE will be provided by school or the LA, including face masks/shields, disposable aprons, disposable gloves, disposable wipes and towels.	Yes	Severity:1 Likelihood:1 <b>Risk Rating:1</b>
Where first aid is required, do you assess the situation to identify any infection control measures that need to be put in place before commencing CPR, if required?	Yes if this situation were to occur a risk assessment would take place with the first aider and SLT.	Yes	Severity:1 Likelihood:1 <b>Risk Rating:1</b>
Are you aware that you should only apply chest compressions during CPR and to avoid rescue breaths unless it's deemed to be absolutely necessary?	The only staff who would be allowed to apply CPR are those trained in first aid and know this.	Yes	Severity:1 Likelihood:1 <b>Risk Rating:1</b>
Do you ensure that the area is cleaned thoroughly following treatment, including the disposal of PPE and any other materials that have been contaminated with blood or bodily fluids?	Any area used to administer first aid will be thoroughly cleaned and any contaminated materials would be placed in an appropriate bin. The Business and Premises manager would be informed and the cleaners notified.	Yes	Severity:1 Likelihood:1 <b>Risk Rating:1</b>
How will you ensure minimum risk to staff and pupils in the building from adult visitors?	*SAFEGUARDING - Essential visitors e.g. Social Workers and the Police or similar agency personnel will wear masks when on site. They will be restricted to the main entrance of the school fully escorted by members of the school safeguarding team and not allowed free access of the building. They will be asked to sanitise their hands upon arrival. *Contractors -All contractors will wear masks while in the school building or site. They will be accompanied by a member of staff if working in the school building. *Parents or carers will not be allowed in the building. All necessary communications will take place via telephone/email or Class Dojo. If an emergency or exceptional situation were to occur communications will take place outside. Unauthorised visitors will be turned away.	Yes	Severity:1 Likelihood:1 <b>Risk Rating:1</b>

Staff Welfare	<p>Staff availability in school -</p> <p>*Staff who are already self isolating will be reviewed and if they continue to meet the criteria (see Government Guidance on Shielding &amp; clinically vulnerable adults) will continue to self isolate at home and work from home. Education and childcare settings should endeavour to support this.</p> <p>*The creation of bubbles with minimal contact between each bubble will help to lessen higher levels of physical risk to staff; although we have been able to create bubbles that in most cases will not have staff or children crossover from one group to another, there are some situations where this cannot be avoided. Certain situations may necessitate some crossover and any staff involved in this must make sure they are rigorous in following the social distancing guidance.</p> <p>*Any member of staff who wishes to wear a face covering will be allowed to do so.</p> <p>Emotional Wellbeing-</p> <p>The secure and unambiguous risk assessment will give parents, pupils and staff reassurances that their safety is of paramount importance. Staff will be given the opportunity to discuss with HT/SLT about any concerns at any time. Staff will be given the opportunity to have access to care first at any time. We will need to ensure frequent breaks can be organised for all staff members. If all SLT members are unavailable the LA will be notified and school will be closed. There are 2 members of staff trained at DSL level so if one is unavailable the other can be contacted. If Business and Premises Manager is unavailable, the remaining members of SLT will take on the roles. If numbers of cleaning staff are unavailable a risk assessment regarding which bubbles will not be able to attend will be taken. Staff will contact the Educational Psychology Service helpline if thought necessary for advice r.e. counselling of pupils. SENCO has sent all staff a link to training written by the Educational Psychology Service regarding emotional wellbeing in school following Covid-19 and how to best support children and young people on their return to school. The governors and head teacher will monitor the workload of all staff and ensure that teachers have essential planning time. This is to take place on a Friday for all teachers when school is only open for children of key worker families. Online Learning will be provided for all year groups by the Teacher that is self-isolating at home due to being pregnant.</p>	Yes	<p>Severity:1 Likelihood:1 <b>Risk Rating:1</b></p>
Short Notice Closure	<p>If there is a need to close the school at short notice because staffing levels fall to levels where safety cannot be assured (1 adult per 15 pupils) the SCC emergency closure procedure will take effect. If the levels fall short during a day, parents will be notified immediately to come and collect their child. This will be for the bubble or bubbles that are no longer sustainable. If a child/adult is identified with Covid-19 during the day, PHE will be immediately notified, as will all parents and the LA. The advice of PHE will be put into immediate effect.</p>	Yes	<p>Severity:1 Likelihood:1 <b>Risk Rating:1</b></p>



Curriculum and Classroom Arrangements	<p>Each bubble has been allocated a specific classroom. We are unable to adopt a one way system in the corridors but there will be minimal use of corridors as bubbles will be using outside doors where possible and remaining in their allocated rooms. We are unable to allocate specific toilets to individual bubbles as there are not enough so these areas will need to be cleaned regularly. If the need arises where children/staff are required to move to the hall, this will be done by using the external doors for the hall. Any staff that work with SEND pupils who require close work will be risk assessed individually by the SENCO and if required provided with PPE. Pupils with EHCPs will be encouraged to return to school. If these children do not attend then a risk assessment will be carried out and returned to the Local Authority. The children will be made aware of the new arrangements through specific teaching during their first sessions and then regularly repeated throughout their time in school. Reception and SEND pupils will have a symbol focused reminder and short burst reminders. The HT will do a regular walk around the school site to ensure compliance with social distancing and other systems. Signage will be placed around the school to remind pupils and staff about personal hygiene and social distancing. What the content of the curriculum and how resources will be used will be determined by the class teacher in line with government guidance. Wherever possible, it is not planned for Teaching Assistants who are not HLTAs to lead the bubbles. At this stage we wish to avoid the introduction of supply teachers, if any were available because pupils will find this challenging for emotional wellbeing. SLT will not be available to cover classes due to availability of those working in school and risk assessments around underlying health issues. Assemblies and all other gatherings of more than one bubble have been suspended. All offsite visits have been suspended. All staff will be given a checklist in line with DFE/PHE/NHS recommendations regarding what children should be taught and advice on how to clean resources used. Currently the staff rota does not require staff to teach outside of their current Key Stage or recent teaching experience. Teachers will endeavour to plan and deliver learning for those children attending but if they have significant periods away some support will continue to be available online via sites like BBC Bitesize.</p>	Yes	<p>Severity:1 Likelihood:1 <b>Risk Rating:1</b></p>
Guidance and Training for Staff	<p>It is planned that Monday 4 and Tuesday 5th January will be used to provide training and guidance for all staff in a socially distanced manner. This will also be time to prepare the rooms for the extended number of bubbles. It is planned that the online learning will commence on Wednesday 6th January to allow for all staff training and room preparations.</p>	Yes	<p>Severity:1 Likelihood:1 <b>Risk Rating:1</b></p>



