

## Part 2: Primary Department From 1st September 2020

Date: 28.01.21	Risk Assessment – Reopening for Primary Department after Coronavirus Lockdown					Reviewed Jan 2021	
Hazard	People at Risk	Control Measures in Place	Likelihood of Occurrence	Risk Rating	Additional Control Measures Required	Date Completed	Revised Risk Rating
Pupil or family member has been shielding	<b>Staff and Pupils</b>	<ul style="list-style-type: none"> <li>• Whilst the school is under Tier 4 restrictions staff who are clinically extremely vulnerable (as identified via NHS/GP letter) are advised to work from home and where this is not possible, they should not go into work</li> <li>• Pupils who are designated as clinically extremely vulnerable should not attend school whilst under Tier 4 restrictions - remote learning will be provided for affected pupils</li> <li>• Staff and pupils who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school</li> </ul>	<b>Low</b>	<b>Low</b>			
Additional risk to pregnant staff	<b>Pregnant Staff</b>	<ul style="list-style-type: none"> <li>• Pregnant staff are now considered “clinically vulnerable” or in some cases “clinically extremely vulnerable”</li> <li>• A RA will be carried out to follow the Management of Health and Safety at Work (MHSW) Regulations</li> <li>• Pregnant women of any gestation will not be required to continue</li> </ul>	<b>Low</b>	<b>Low</b>			

		working if this is not supported by the RA					
Lack of current and relevant information / guidance	Staff and Pupils	<ul style="list-style-type: none"> <li>• Headmaster and SLT ensure daily checks are made with Government updates. Any key changes in information are implemented and shared with Chair of Governors and communicated throughout the school community where relevant.</li> <li>• School Website information is updated as required.</li> <li>• All staff and pupils (visitors) are informed of the rules and procedures for social distancing and hygiene precautions.</li> <li>• All staff with underlying health issues or those within vulnerable groups should make their condition known to the Headmaster.</li> <li>• Parents are informed of social distancing and hygiene expectations.</li> <li>• Prior to contractors and essential visitors arriving at school (where possible) their interaction with the school is established beforehand. This process allows for any relevant risk assessments, rules, procedures for social distancing and hygiene precautions to be shared.</li> <li>• All staff are briefed on the new routines.</li> </ul>	<b>Low</b>	<b>Low</b>			
Precautionary transmission measures not being followed in school	Teachers, TAs, Pupils	<ul style="list-style-type: none"> <li>• Pupils, staff and other adults will not attend school if they, or anyone in their household, have Covid-19 symptoms (high temperature above 37.8 degrees Celsius, a new continuous cough or a loss of, or change in, normal sense of taste or</li> </ul>	<b>Low</b>	<b>Medium</b>			

		<p>smell) or have tested positive in the last 10 days</p> <ul style="list-style-type: none"><li>• Any child who has taken any form of paracetamol or ibuprofen <u>for cough or high temperature</u>, will not be allowed into school until 48 hours after any symptoms have ended.</li><li>• On arrival at school, it is reasonable to ask if parents, children or any member of the household have any of the symptoms of COVID-19 (high temperature or a persistent cough). If the answer is yes, they should not be allowed to leave their child at the setting. The child cannot return until a negative test result has been confirmed and agreed return with preschool or current isolation guidelines followed.</li><li>• If a parent insists on a child attending school who has symptoms, the school will take the decision to refuse to accept the child in order to protect pupils and staff from potential Covid-19 infection</li><li>• When engaged in care of children/colleagues presenting with symptoms the School Nurse will use appropriate PPE – any member of staff who has helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms or the individual tests positive</li><li>• Where it is necessary for staff to administer First Aid the first concern will be to treat the casualty properly</li></ul>					
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		<p>but where administering First Aid requires close proximity those administering will pay particular attention to sanitation measures immediately afterwards including hand washing</p> <ul style="list-style-type: none"><li>• Staff will wash hands regularly including before and after eating and before and after using shared equipment i.e. kettles</li><li>• Staff will wash for themselves any cutlery/crockery which they use</li><li>• The number of staff in Primary Staffrooms will be limited</li><li>• Staff will have their own teacher kit of white board markers/biros/white board cloths etc. and these will not be shared</li><li>• Older pupils will have their own pens/pencils and other frequently used equipment and this will not be shared – resources such as text books may be shared</li><li>• Staff will wipe down desk and chair before departure using antibacterial wipes/spray provided and disposing of paper towel in lidded bins provided for that purpose</li><li>• Any sweets or cakes bought in on birthdays should be individually wrapped and then distributed by the class teacher. They should only be eaten at home.</li><li>• Pupils over the age of 11 are required to use face coverings if travelling on public buses and school buses (unless exempt)</li></ul>					
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Extra-Curricular Provision	<b>Staff and Pupils</b>	<ul style="list-style-type: none"> <li>• All Extra Curricular activities will operate within KS cohorts</li> <li>• Alternative PE activities focussing on individual skills will be put in place</li> <li>• There will be no competitive sport against other schools until further notice</li> <li>• Singing, wind and brass playing will not take place in groups larger than 15 (and will take place within KS cohorts) and this will take place outside wherever possible and certainly in a space large enough to facilitate distancing</li> </ul>	<b>Low</b>	<b>Low</b>			
Pupil exposure increases risk of infection	Pupils	<ul style="list-style-type: none"> <li>• Teachers to clearly establish with pupils (in an age appropriate manner) protocols for handwashing, sneezing, movement around school, not sharing items from home.</li> <li>• Teachers (and support staff) follow and regularly reiterate the hygiene message to pupils; <ul style="list-style-type: none"> <li>- <i>cover your cough or sneeze with a tissue</i></li> <li>- <i>if you don't have any tissues available, then cough and sneeze into the crook of your elbow</i></li> <li>- <i>throw the tissue in a bin</i></li> <li>- <i>avoid touching your eyes, nose and mouth with unwashed hands</i></li> </ul> </li> <li>• All pupils are asked and reminded to wash their hands; <ul style="list-style-type: none"> <li>- <i>before leaving home and on arrival at school</i></li> <li>- <i>after using the toilet and after breaks and sporting activities</i></li> <li>- <i>before food preparation and eating any food, including snacks</i></li> </ul> </li> </ul>	Medium / Linked to UK.Gov 'R' Number	High	Reinforcement of hygiene expectations re handwashing etc Hand sanitizer at entry points.		

		<p>- <i>before leaving school</i></p> <ul style="list-style-type: none"> <li>• Sharing of equipment, stationery, exercise books and text books etc. should be kept to a minimum</li> <li>• External doors and windows are opened to allow additional ventilation, where possible (including offices)</li> <li>• Government guidance is that neither staff nor pupils need PPE but those who wish to wear it will be able to do so</li> <li>• Social distancing where possible.</li> </ul>					
Social distancing failure	Staff, parents and pupils	<ul style="list-style-type: none"> <li>• Social distancing where possible.</li> <li>• Staff implement social distancing and any other recommended measures as far as they are able, whilst ensuring children/pupils are kept safe and well cared for</li> <li>• Pupils are kept in two groups during the day – (i) EY/KS1 and (ii) KS2. During the lockdown period in Spring 2021, keyworker children bubble groups have switched to (i) EY and (ii) KS1/KS2 combined. Different groups are not mixed during the day, thereby NOT EXTENDING the contact group and limiting the potential spread of coronavirus (COVID-19) in school</li> <li>• Desks have been clearly marked to indicate where students should sit</li> <li>• Educational Visits off-site are currently suspended until the national picture improves. On-site alternative activities will be found where possible.</li> </ul>	UK.Gov 'R' Number	Medium	Staff to meet students at drop off points		

Social distancing failure – Primary Drop-Off		<ul style="list-style-type: none"> <li>• Protocols communicated clearly to parents.</li> <li>• One parent per family can arrive with children at normal school time</li> <li>• Primary children should use the ‘old’ drive to reach the Mount/ Grange</li> <li>• Nursery - Year 2 can enter via the Mount front door.</li> <li>• Year 3 – Year 6 can enter via the Grange front door.</li> </ul>	Low	Low			
Social distancing failure – Primary Lunchtime	Staff and pupils	<ul style="list-style-type: none"> <li>• EY/KS1 to all have lunch in the Mount Hall. Y3-Y6 in the main dining hall</li> </ul>	UK.Gov ‘R’ Number	Low	Break timings staggered for different bubble groups– wet and dry breaks		
Impact of lockdown on curriculum delivery	<b>Pupils</b>	<ul style="list-style-type: none"> <li>• Pupils have engaged actively with a comprehensive on line learning programme throughout lockdown and so no significant changes to the curriculum will be needed although staff will ensure that any gaps in learning/misconceptions are addressed as quickly as possible in the new term</li> <li>• Outdoor sport will be prioritised where possible with use of the SH, which will be kept well ventilated, where it is not</li> <li>• Changing Rooms will not be used</li> <li>• Only sports whose national governing bodies have developed guidance under the principles of the government’s guidance on team sport and have been approved by the government are permitted and we will only provide team sports on the list available at the return to recreational</li> </ul>	<b>Low</b>	<b>Low</b>			

		<p>team sport framework (a separate PE RA is in place)</p> <ul style="list-style-type: none"> <li>• Particular care will be taken in Music and Drama lessons to observe social distancing – there will be no physical correction by teachers or contact between pupils</li> <li>• Specific protocols will be applied during Music lessons in relation to singing and playing brass/wind instruments, performance, handling of equipment, seating and handling of scores (Individual RAs are in place for Music lessons and VMTs)</li> <li>• Specific protocols will be applied during Drama lessons in relation to performance groupings, handling of scripts and props and location</li> <li>• Assemblies will operate in KS cohorts without singing</li> </ul>					
Social distancing failure – Senior pupils in the Grange building	Staff and pupils	<ul style="list-style-type: none"> <li>• The school nurse will visit senior pupils, in situ, on a needs basis</li> <li>• Any pupil needing access to the Medical Suite will be escorted by the Nurse, where possible, or another member of staff</li> <li>• Senior SEND pupil sessions to take place in the Senior School</li> </ul>					
Social distancing failure – Primary teaching groups	Staff and pupils	<ul style="list-style-type: none"> <li>• Classroom desks in KS1 and KS2 should be face the front of the class where possible. Pairs of children should not sit directly opposite other children</li> <li>• Resourcing for pupils is arranged to minimise sharing</li> <li>• Toilet trips managed by teacher.</li> <li>• Social distancing is NOT always possible for these age groups.</li> </ul>	Linked to UK.Gov 'R' Number	Medium	One in/one out toilet visits Hand sanitizer at entry points.		



		<ul style="list-style-type: none"> <li>• Visiting Music Teachers must minimise contact and maintain as much distance as possible from other staff – larger spaces will be utilised for these Music lessons (there is a separate RA and procedures in place for this)</li> </ul>					
Contact on school buses	<b>Staff and Pupils</b>	<ul style="list-style-type: none"> <li>• Pupils will not attend board buses if they, or anyone in their household, have Covid-19 symptoms (high temperature above 37.8 degrees Celsius, a new continuous cough or a loss of, or change in, normal sense of taste or smell) or have tested positive in the last 10 days</li> <li>• Pupils travelling on the Nottingham bus will observe a social distance of two metres in accordance with the seating plan</li> <li>• Pupils travelling on the Belper and Ilkeston mini buses should sit within their KS cohorts and distance themselves as far as possible in accordance with the seating plan</li> <li>• Hand sanitizer will be available and should be used when boarding/diseimbarking</li> <li>• Pupils (aged 11 or above unless exempt) will wear an appropriate face covering observing the protocols for putting on and removing such coverings</li> <li>• Daily cleaning will take place</li> <li>• Window/ceiling vents will be opened where possible to allow maximum ventilation</li> </ul>	<b>Medium</b>	<b>Medium</b>			
Staff and pupil wellbeing	Staff and Pupils	<ul style="list-style-type: none"> <li>• Staff are mindful and supportive to pupils and fellow colleagues who may</li> </ul>	<b>Low</b>	<b>Low</b>			

		<p>have experienced loss or require time to express their feelings</p> <ul style="list-style-type: none"> <li>• Staff may find an initial need for increased frequency of appropriate PSHCE sessions as children settle in and adapt back to school life</li> <li>• Particular care will be needed in supporting children with SEND to return to their settings. Re-adjustment to the routines in a setting may prove more challenging for some children with SEND than others, and consideration and planning will need to be given as to how to support children to settle back into their setting</li> </ul>					
Staff, pupils or visitors develop symptoms of coronavirus (COVID-19) on site	Staff and pupils	<ul style="list-style-type: none"> <li>• If a child/ member of staff begins displaying symptoms (high temperature above 37.8 degrees Celsius, a new continuous cough or a loss of, or change in, normal sense of taste or smell), they should be sent home to isolate as per the guidelines.</li> <li>• A child awaiting collection should be moved, if possible and appropriate, to a room where they can be isolated. If it is not possible to isolate them move them to an area which is at least 2 metres away from other people.</li> <li>• If they need to go to the bathroom while waiting to be collected, the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• If a member of staff has helped someone who displayed symptoms they should wash their hands</li> </ul>	<b>Medium</b>	<b>Medium</b>	Nurse on site PPE for staff dealing with sick pupil or member of staff.		

		<p>thoroughly after any contact with someone who is unwell.</p> <ul style="list-style-type: none"><li>• PPE is worn by staff caring for the child while they await collection if social distancing cannot be maintained (mask/gloves available in Medical Suite) As a precaution staff should wash clothing when they get home in accordance with the manufacturer's instructions, using the warmest water setting and dry items completely</li><li>• The area should be thoroughly cleaned, immediately if the area cannot be left unvisited, and if the area can be left unvisited clean as soon as possible but definitely before pupils or staff return. The room should be locked and signed as "Closed for Cleaning"</li><li>• In the event of a staff member developing suspected coronavirus symptoms whilst working at the school, they should return home immediately and isolate at home in line with the NHS guidance</li><li>• If a child or member of staff becomes ill then they must be tested. They will only be allowed back to school after a negative test result or appropriate isolation has finished.</li><li>• Government protocol must then be followed for remaining pupils and staff who have been in contact.</li><li>• One member of staff on site at all times has Paediatric First Aid training</li><li>• First Aid kits available</li></ul>					
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		<ul style="list-style-type: none"> <li>• There is access to the Medical Suite if a sick child needs to rest pending collection</li> <li>• All staff on site have access to emergency contacts via iSAMs</li> </ul>					
Visitors on Site	<b>Staff and Pupils</b>	<ul style="list-style-type: none"> <li>• All unnecessary visits to the site will be cancelled</li> <li>• Contractors, External Professionals and Coaches will be advised of protocols in advance and overseen by the Operations Manager, SENDCO or SLT as appropriate</li> </ul>	<b>Low</b>	<b>Low</b>			
Confirmed staff or pupil Covid-19 case	<b>Staff and Pupils</b>	<ul style="list-style-type: none"> <li>• All staff will be offered Lateral Flow Device Testing (LFD). For staff this will be on a weekly basis. If any member of staff receives a positive LFD result they will be sent home to self-isolate.</li> <li>• A separate RA is in place for the process of administering the LFD Tests</li> <li>• In the event of a confirmed pupil case in school the DfE Helpline will be contacted (0800 046 8687) and advice sought</li> <li>• Those pupils who have been in close contact (face-to-face contact within 1 metre for any length of time, within 1-2 metres for more than 15 minutes or travelling together in a car) with the person who has tested positive will need to self-isolate for 10 days and the school will follow the definitive advice on who must be sent home provided by the health protection team (other members of the household do not need to self-isolate unless the person who has been sent home</li> </ul>	<b>Medium</b>	<b>Medium</b>			

		<p>develops symptoms). Staff under similar circumstances will be offered serial LFD tests for a period of 7 days and may remain in school so long as they test negative each day.</p> <ul style="list-style-type: none"><li>• Should anyone develop symptoms whilst self-isolating they should follow the stay at home guidance and request a test</li><li>• Should the school have two or more confirmed cases in a 14 day period, or an overall rise in sickness absence where people suspect coronavirus, we will work with the local health protection team</li><li>• Classrooms(s), offices and other room(s) used by the member of staff or pupil with a confirmed case of Covid-19, are closed off for enhanced cleaning. Where cleaning and disinfecting is not required immediately, for instance where we can use another room/classroom /office then, and where practical to do so, the process will be delayed for 72 hours, during which time these areas will be secured with appropriate signage on the door 'Closed for Cleaning'</li><li>• Areas where the individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids are cleaned thoroughly as normal</li><li>• All staff and pupils have access to a test if they display symptoms of coronavirus, and should book a test</li></ul>					
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Lack of hygiene provision and effective cleaning	<b>Staff and Pupils</b>	<ul style="list-style-type: none"> <li>• Increased cleaning in Mount, Grange, and especially toilets and other contact points, door handles, play equipment etc.</li> <li>• Provide different equipment for different break groups, to be cleaned at day end.</li> <li>• De-clutter/tidy away of unnecessary resources in classrooms to reduce end-of day cleaning.</li> <li>• Remove all soft toys, soft furnishings where possible, and any toys that are hard to clean, such as those with intricate parts.</li> <li>• Sharing of toys and resources reduced. Toys to be cleaned between groups' use. Enhanced cleaning schedule for toys/resources using disinfection as appropriate.</li> <li>• Regular cleaning of pupil workspaces and IT stations, particularly between KS1 and KS2 classes</li> <li>• "Maximum occupancy" number signs in pupil toilet areas and in staff areas.</li> <li>• Where safeguarding and security is not adversely affected, all: <i>internal doors that are not designated fire doors, fire doors with automatic closers, doors that do not need to be kept closed for security reasons</i> are to be left open during the day when building is in operation to reduce the risk of having to touch communal door handles and push plates</li> <li>• Windows will be opened in all classrooms at all times where possible</li> </ul>	<b>Low</b>	<b>Low</b>			
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		<ul style="list-style-type: none"> <li>• Hand sanitiser is located at key points</li> <li>• Soap dispensers and hand towels within toilet areas are fully stocked at the start of each day and regular checks are made throughout the day to ensure adequate supply</li> <li>• Additional cleaning requirements have been agreed with site staff</li> <li>• Site staff follow existing cleaning procedures and risk assessments with special attention given to frequently-touched surfaces (contact points) i.e. light switches, hand rails, door handles and toilets etc.</li> <li>• Classrooms, desks and chairs are cleaned at the end of the day</li> <li>• While packaging is not known to present a specific risk, hands are washed immediately after handling</li> </ul>					
Site staff absence makes effective cleaning no longer available	<b>Staff and Pupils</b>	<ul style="list-style-type: none"> <li>• Existing staff to be offered additional hours in the first instance</li> <li>• If site cannot be cleaned, the Headmaster will authorise a temporary closure</li> <li>• Text alert service/telephone call to parents to notify them of any exceptional temporary closure due to insufficient staff cover</li> </ul>	<b>Low</b>	<b>Medium</b>			
Buildings - operating in a different manner from normal operation	<b>Staff and Pupils</b>	<ul style="list-style-type: none"> <li>• All statutory inspections are up to date and compliant</li> <li>• Site/Admin staff to sign in/out following usual protocols</li> <li>• <b>In the event of a fire/evacuation staff/pupils will use the nearest exit NOT any established one-way system and follow the established school procedures</b></li> </ul>	<b>Low</b>	<b>Low</b>			

Driving to and from work	<b>Staff</b>	<ul style="list-style-type: none"><li>• If staff have to get out of the vehicle en-route, and cannot wash their hands or do not have an appropriate alcohol-based hand sanitiser, they are advised to avoid touching their face; avoid eating or drinking; and wash their hands as soon as they can</li></ul>	<b>Low</b>	<b>Low</b>			
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