

## Schools Covid 19 Risk Assessment – January 2021



<b>Name of School</b>	<b>Wootton Bassett Infants' School</b>
<b>Name of Headteacher</b>	<b>Mark Hazzard</b>
<b>Assessment completed by</b>	<b>Mark Hazzard/ Alison Pass</b>
<b>Assessment date</b>	<b>18<sup>th</sup> January 2021</b>

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.

Use the template to prepare a specific risk assessment for your school/setting. It must be kept under review and updated accordingly.

### 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](#).

<b>RISK</b>	<b>CONTROL MEASURES TO CONSIDER</b>	<b>LOCAL APPLICATION OF MEASURES</b>
<b>1. Maintaining Social distancing – external areas</b>		
Numbers on school transport impede social distancing.	<ul style="list-style-type: none"> <li>• Liaise with School Transport Team before changes to school times are made.</li> </ul>	One child arrives by taxi.
Numbers of parents and children at entrances and exits impede social distancing.	<ul style="list-style-type: none"> <li>• Instructions for parents/carers on social distancing rules on site.</li> <li>• Staggered start/finish times for different groups.</li> <li>• Markers on floor for children and parents to wait. Ensure markings do not create slip/trip hazard</li> </ul>	Each bubble has its own designated entrance/exit which parents will be instructed to use. Parents reminded that pupils only are allowed inside the building. Signs will clearly remind parents to adhere to the 2m social distancing guidance.

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	<ul style="list-style-type: none"> <li>• Use of different entrances/exits for different groups.</li> <li>• Only one parent/carer to accompany child.</li> <li>• Staff on duty to supervise.</li> <li>• Signage.</li> </ul>	<p>Parents have been requested to only send 1 adult to drop off and collect their child.</p> <p>Staff to be available to greet child on arrival and to ensure that child is dismissed to responsible adult at the end of the day.</p> <p>Staff are not to intervene should a child be experiencing difficulties when separating from adult.</p> <p>Leadership team to be visible before and after school outside.</p>
Changes to school routine cause vehicular and pedestrian traffic management issues.	<ul style="list-style-type: none"> <li>• Encourage parents to walk/cycle to school with children.</li> <li>• Stagger drop off / pick up times.</li> <li>• Review traffic management risk assessment where changes to start/end of day apply.</li> <li>• Encourage staff to walk/cycle to school.</li> <li>• Staff on duty to supervise.</li> </ul>	<p>Vehicles are not permitted on site as standard at start and end of school day.</p> <p>Pedestrians clearly sign posted to relevant entrance/exit for their child's class.</p> <p>Separate entrance and exit for each year group</p> <p>Parents to collect FSM hampers on foot and parking outside school gates. This will remain in place until provision changed to a DfE voucher system.</p>
<b>2. Social distancing – internal areas and during breaks</b>		
Pupil numbers and room sizes impede social distancing	<ul style="list-style-type: none"> <li>• Where practicable reduce number of children in the classroom to enable social distancing. DfE advise no more than 15 but the maximum number will depend on space available.</li> <li>• Remove excess furniture to safe storage areas to increase space.</li> <li>• Desks to be spaced out as far as possible but do not impede fire escape routes and exits.</li> <li>• Floor markings to illustrate 2m areas (including an area for the teacher/TA).</li> <li>• Children to remain at their desks when in the room.</li> </ul>	<p>Pupils organised into 'bubbles' in the following arrangement:</p> <p>FS2 one bubble with two classrooms available</p> <p>Yr. 1 one bubble in one classroom</p> <p>Yr. 2 one bubble in one classroom</p> <p>Look at numbers on a weekly basis with a view to moving Year 2 into two separate classrooms.</p> <p>Children to remain at allocated space when in the classroom.</p> <p>Children to use their own materials.</p> <p>All parents contacted to secure key worker places and arrangements put in place to meet those requirements.</p>

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	<ul style="list-style-type: none"> <li>• Children to use the same desk each day.</li> <li>• Lessons planned for individual work as opposed to close group work.</li> <li>• Social distancing to be explained to children with regular reminders.</li> <li>• Signage/Posters in each classroom.</li> <li>• Consider the use of school grounds / local environment to extend the range of teaching spaces available.</li> <li>• Allocate named staff to each group of children.</li> <li>• Staff to supervise and enforce measures.</li> </ul>	<p>Allocation going forward will be to meet the needs of vulnerable families should needs change. All bubbles have designated toilet facilities. Excess furniture removed where possible. Children to remain at allocated desk when in the classroom.</p> <p>Lessons planned across the year group with consideration given to the revised classroom working arrangements.</p> <p>Assigned TA's are supervising each bubble with each group being overseen by allocated teacher. Social distancing to be modelled by staff and reminders given to pupils.</p>
<p>Number of pupils and staff moving around the school impede social distancing in corridors and other communal spaces</p>	<ul style="list-style-type: none"> <li>• Children remain in classroom during the day.</li> <li>• Use of a one-way system around the school.</li> <li>• A 'walk on the left' policy if one-way not practicable.</li> <li>• Consider using the pathways around the perimeter of the building to assist with circulation (weather and site layout dependent).</li> <li>• Lane markings on floor and 2 metre markings in areas where queuing is likely.</li> <li>• Areas not in use to be closed off (not escape routes).</li> <li>• Children to keep coats, bags, lunchboxes etc. with them in the classroom (under desks) or in suitable storage area.</li> <li>• Signage.</li> <li>• School assemblies to be completed electronically and aim to include those children home schooling if possible</li> </ul>	<p>Children remain in their classrooms when indoor learning is taking place.</p> <p>There are no internal corridors in the KS1 building. Each classroom has its own entrance.</p> <p>Movement within the buildings kept to a minimum, each bubble has its own toilets.</p> <p>Classrooms and other areas not being used as teaching bases / workspaces are to remain unused. Whenever possible pupils will only change into plimsols or trainers for PE.</p> <p>Water bottles must be clearly named and for individual use only.</p> <p>All assemblies completed electronically including assemblies for children who are home schooling.</p>
<p>Number of pupils and size of space impede social distancing when using toilets</p>	<ul style="list-style-type: none"> <li>• Only one child allowed to go to the toilet at a time.</li> </ul>	<p>For children in FS2 the use of the toilet is monitored by Teaching Assistants.</p>

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	<ul style="list-style-type: none"> <li>• One in one out system in place.</li> <li>• Close sinks to give 2m for handwashing – if only one child this isn't necessary</li> <li>• Allocate toilets around the school for different groups of children.</li> <li>• 2m markings on floor in queuing area</li> </ul>	<p>In KS 1, toilets are just off the classrooms and children use toilets on an individual basis. There are ample sinks for hand- washing. Liquid soaps and hand gels are available in all classrooms and each classroom has a hand towel dispenser.</p> <p>Children allowed to go to their designated toilet one at a time.</p> <p>Children reminded not to go into toilet if another child is in there already.</p>
<p>Number of pupils and available space impede social distancing at breaktime and lunchtime</p>	<ul style="list-style-type: none"> <li>• Staggered break and lunch times.</li> <li>• Allocated play areas for each group.</li> <li>• Consider zoning of play areas using markings / cones to reinforce distancing.</li> <li>• Children to bring packed lunch and eat lunch in classroom or consider using school grounds for 'picnic lunches' whilst retaining 2m distancing</li> <li>• Games, which encourage social distancing.</li> <li>• Staff supervision to maintain standards.</li> <li>• If hot meals are provided, transport safely to classroom or if canteen is available, remove unused tables and apply 2-metre rule.</li> <li>• Any crockery/cutlery used must be cleaned thoroughly.</li> </ul>	<p>Break times are staggered, no two groups to share a space at the same time.</p> <p>FS2 children and KS1 children have separate playgrounds.</p> <p>FS2 children eat their lunch in the hall where they can be easily socially distanced.</p> <p>KS1 children eat in their classroom.</p> <p>Each bubble is supervised by designated MDSAs. Play equipment will be cleaned after use and will encourage social distancing.</p> <p>FS1, Year 1 and Year 2 will have separate play equipment.</p> <p>The catering staff in line with current food hygiene standards will clean any crockery/cutlery used.</p> <p>Lunchtime to be supervised by MDSAs and Leadership team.</p> <p>Reminders given to pupils where required.</p> <p>We will use the large amount of outdoor space that we have on site and will therefore be able to spread out.</p>
<p>Number of staff and size of staff spaces impede social distancing.</p>	<ul style="list-style-type: none"> <li>• Removal of furniture to create more space.</li> <li>• Removal of communal equipment (mugs etc.)</li> <li>• Staggered break times for staff.</li> </ul>	<p>Staggered break times for staff enable social distancing to take place.</p> <p>Designated seating areas in the staffroom.</p>

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	<ul style="list-style-type: none"> <li>Repurpose unused spaces for additional staff rooms.</li> <li>Staff toilets to enforce 2m distancing.</li> </ul>	<p>Encourage the use of group rooms for staff breaks. Staff to be responsible for maintaining hygiene in shared spaces.</p> <p>All cutlery /crockery to be washed and dried after use and not left in classrooms /offices or sink.</p> <p>All staff toilets are individual which enables social distancing to take place.</p> <p>Masks can be worn in communal areas and when moving around the site.</p>
<b>3. Hygiene and Cleaning</b>	<b><u>Guidance on cleaning non-healthcare settings</u></b>	
Cleaning staff levels are insufficient to deliver enhanced cleaning regime.	<ul style="list-style-type: none"> <li>Confirm available cleaning staffing levels before re-opening.</li> <li>Use of contractors or other school staff for cleaning.</li> <li>Agree the new cleaning requirements and additional hours for this.</li> <li>PPE to be worn by cleaning staff as dictated by risk assessment.</li> <li>Leave resources to de-contaminate for 72 hours if possible.</li> <li>Deep clean of areas used by keyworker children before reopening.</li> </ul>	<p>All cleaning will be carried out by experienced direct employees.</p> <p>Changes in procedures disseminated to cleaning staff:</p> <p>All cleaning staff advised to wear PPE - disposable gloves and an apron which must be disposed of after use.</p> <p>Disposable cloths must be used to clean hard surfaces with warm soapy water before disinfecting with normal cleaning products.</p> <p>Resources that cannot be left for 72 hours to de-contaminate must be disinfected and dried prior to reuse.</p> <p>Desks and other surfaces must be clear at the end of the school day for cleaning.</p> <p>All staff encouraged to clean desks throughout the school, especially before and after lunch.</p> <p>Other staff to leave site as soon as possible at the end of the day.</p> <p>Areas not being used for teaching to be deep cleaned ready for the wider re-opening of the school.</p>
Insufficient handwashing and hygiene facilities increase the risk of transmission.	<ul style="list-style-type: none"> <li>Hand gel dispenser outside of all classrooms.</li> <li>Re-fills kept safely in each classroom.</li> </ul>	Children and staff to follow good hygiene practises, handwashing on entry to school, before and after

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	<ul style="list-style-type: none"> <li>• Children to hand wash on entry to school, before, after each break and lunch, leaving school, and after using toilet.</li> <li>• Extra handwashing bowls in each classroom.</li> <li>• Extra signage for washing hands.</li> <li>• Supplies of tissues and lidded bins in each teaching space and classroom.</li> <li>• Ensure help is available for children who cannot clean their hands independently.</li> <li>• Parts of school uniform which cannot be machine washed should not be worn.</li> <li>• Ensure supplies of suitable soap.</li> </ul>	<p>each break and lunch, after using equipment, using the toilet and before leaving the school.  Classroom sinks can be utilised for handwashing.  Tissues and lidded bins provided in each classroom.  Waste collected daily and disposed in normal waste collections outside the school building.  Hand sanitiser provided in reception areas and all entrances to the school and all visitors requested to use this.  School uniform to be worn by all pupils.  Stock levels of soap have been checked to maintain supply.  Staff to adhere to normal dress code with consideration given to cleaning requirements.</p>
Exposure to new hazardous substances (products)	<ul style="list-style-type: none"> <li>• COSHH assessment to be carried out for any new cleaning/sanitising products in use.</li> <li>• Additional cleaning staff to be made aware of the COSHH risk assessments.</li> <li>• Appropriate storage of hazardous substances.</li> <li>• Material data sheets to be made available for new and existing products.</li> </ul>	<p>COSHH assessments to be carried out on all new products.  Assessments and material data sheets for existing products to be re-shared with all staff.  Normal safety procedures will be applied for use and storage of hazardous substances.  Each classroom to be provided with a spray-cleaning product and disposable cloths for wiping down hard surfaces throughout the day.  Product has been checked and suitable for use against Covid 19.</p>
<b>4. Site and Buildings</b>	<a href="#"><u>DfE Guidance on school premises management</u></a>	
Visitors/contractors/suppliers on site increase the risk of transmission.	<ul style="list-style-type: none"> <li>• Site visits only by pre-arrangement.</li> <li>• 2m exclusion zones/markings in Reception areas.</li> <li>• Information/signage for visitors informing them of the infection control procedures.</li> </ul>	<p>All visitors requested to use hand sanitiser provided and wear a mask.  Signage clearly informs visitors on social distancing and hygiene measures in place.  All deliveries to be brought to the school gate and be collected from there.</p>

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	<ul style="list-style-type: none"> <li>• Deliveries and visits outside of school opening hours where possible.</li> <li>• Provision of hand gel at main school entrance.</li> <li>• Process for the acceptance of deliveries required i.e.area where deliveries can be safely left.</li> </ul>	<p>Orders kept to a minimum to reduce number of visitors to school.</p> <p>Contractors to adhere to social distancing and hygiene requirements and to visit out of normal school hours where practicable.</p> <p>Essential visitors only, school improvement will take place remotely.</p> <p>Resources for online learning will collected from the school gate.</p>
Changes affect normal emergency procedures.	<ul style="list-style-type: none"> <li>• Redeployed or displaced staff and children will be briefed on evacuation procedures.</li> <li>• Review of fire assembly point to accommodate social distancing.</li> <li>• Fire drill practice to review any adjustments made.</li> </ul>	<p>Normal evacuation procedures remain in place.</p> <p>A fire drill is timetabled to take place this half term.</p>
Site security is compromised by new arrangements.	<ul style="list-style-type: none"> <li>• 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).</li> <li>• Additional ventilation via open doors and windows should not occur in unoccupied parts of the site.</li> </ul>	<p>Additional ventilation is recommended in internal teaching and working environments.</p> <p>This guidance must only be followed if it does not impact on safeguarding and security standards.</p> <p>The perimeter gates will be padlocked once the children are in school and re-opened by a member of staff prior to the end of the school day.</p> <p>All classroom doors open onto a secured area of the school and should be left open.</p> <p>Doors and windows that have been opened must be closed when the area is to be left unoccupied.</p>
<b>5. Equipment and furniture</b>		
Shared play equipment increases the risk of transmission.	<ul style="list-style-type: none"> <li>• Fixed play equipment to be put out of use.</li> <li>• Soft toys and difficult to clean play equipment to be removed.</li> <li>• Individual items of play equipment to be cleaned between each use.</li> </ul>	<p>Soft toys and difficult to clean equipment are not to be used.</p> <p>Items of play equipment used to be cleaned between use.</p>

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Shared equipment, fittings and resources increase the risk of transmission.	<ul style="list-style-type: none"> <li>• Handwashing before and after each lesson.</li> <li>• Remove unnecessary items from the classrooms and store elsewhere.</li> <li>• Cleaning regime for door handles, press to exit buttons, communal surfaces.</li> <li>• Children asked to bring in own stationery or have allocated, named, packs of stationery per child.</li> <li>• Resources and surfaces to be cleaned each night.</li> <li>• Lessons planned so resources are not shared.</li> <li>• Limit the number of resources/books taken home.</li> </ul>	<p>Hand washing regime implemented.</p> <p>Caretaker/cleaning staff to clean all external door handles, exit buttons, handrails at the end of each school day.</p> <p>Internal door handles, switches, telephones and walkie-talkies to be cleaned daily by cleaning staff.</p> <p>Resources used during the day are to be left clearly identifiable for cleaners to disinfect.</p> <p>Disinfectant wipes available to clean computer/photocopier keypads and telephones before use.</p> <p>Children have their own resources in a named pencil case.</p> <p>Only reading books to be taken home. Returned books left to decontaminate for 72 hours.</p>
Increased manual handling tasks increase the risk of musculoskeletal injuries.	<ul style="list-style-type: none"> <li>• Staff must not attempt to move large or heavy items unless they are fit to do so.</li> </ul>	Normal manual handling procedures apply.
<b>6. Health and Wellbeing</b>		
Staffing levels (insufficient) cause supervision, ratio and safeguarding issues.	<ul style="list-style-type: none"> <li>• Carry out an audit of all staff availability and review it regularly.</li> <li>• Introduce a process for staff to inform you if their health situation changes.</li> <li>• If there is a shortage of teachers consider use of suitably qualified TAs to lead a group and maintain ratios.</li> <li>• Use of staff from other schools (by agreement).</li> </ul>	<p>All staff asked to provide information regarding shielding and clinically extremely vulnerable or clinically vulnerable status.</p> <p>Where staff are considered to be in the clinically extremely vulnerable arrangements to be put in place to work from home, where possible.</p> <p>Staff rota has been put in place to provide adequate supervision and to allow continuous provision for staff absence due to isolation or illness.</p> <p>Staff not required on-site are requested to work from home.</p>
Volunteer wellbeing (if applicable)	<ul style="list-style-type: none"> <li>• Volunteers will be treated in the same way as school staff and provided with the same</li> </ul>	Volunteers are requested not to come into school.



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	<p>information, instruction, training and equipment.</p> <ul style="list-style-type: none"> <li>Volunteers will be included in regular communications and be given the opportunity to feedback any concerns.</li> </ul>	
<p>Vulnerable / Extremely vulnerable children at higher risk of infection.</p>	<ul style="list-style-type: none"> <li>Parents should follow current medical/government advice if their child is in this category.</li> </ul>	<p>Pupils who are classed as extremely clinically vulnerable or clinically vulnerable are not expected to attend school and will continue to receive home learning.</p> <p>Pupils living with someone classed as clinically vulnerable can attend school as normal.</p> <p>Those living with extremely clinically vulnerable persons should remain at home if possible as children of our school age find social distancing very difficult.</p>
<p>Person becomes unwell with Covid 19 symptoms in school</p>	<ul style="list-style-type: none"> <li>Move to a pre-designated room where person can be isolated, with adult supervision if a child.</li> <li>Ventilate the room if possible.</li> <li>PPE should be worn if contact is required.</li> <li>Inform parent/carer to arrange collection.</li> <li>Cleaning regime after each usage of the space.</li> <li>Consider purchase of non-contact thermometer.</li> </ul>	<p>A person presenting with Covid 19 symptoms:</p> <ul style="list-style-type: none"> <li>High temperature</li> <li>New, continuous cough,</li> <li>Loss or change in sense of smell or taste</li> </ul> <p>is to be moved to the library with adult supervision. Library door and windows should be opened. If assistance is required PPE should be worn and disposed of after use.</p> <p>The admin staff are to arrange for the collection of the individual.</p> <p>Used PPE must be double bagged and stored for 72 hours prior to disposal in normal waste.</p> <p>All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, All potentially contaminated high-contact areas such as toilets and door handle should be cleaned with a disposable cloth and a suitable disinfectant.</p>

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Staff wellbeing affected by the working experience.	<ul style="list-style-type: none"> <li>• Application of national guidance in respect of shielding and at-risk groups.</li> <li>• Include staff in risk assessment process.</li> <li>• Staff meetings and communication.</li> <li>• Defined wellbeing support measures for staff.</li> <li>• Designated staff rest areas.</li> </ul>	<p>Shielding and at-risk guidance shared with all staff and support put in place to address needs and anxieties.</p> <p>Regular communication and sharing of information take place.</p> <p>Planning to take place in teams to reduce workload.</p> <p>Staff actively encouraged to go home once the teaching day has finished.</p> <p>The staff room is not used as a teaching space and remains open for essential rest facilities only.</p> <p>Staff should spend minimal time in this area, staying within their designated space when possible.</p> <p>Risk assessment shared with all staff and feedback requested.</p> <p>Employee wellbeing helpline contact number displayed in the staffroom.</p>
Pupil wellbeing is impacted by the current situation causing physical and mental ill health. <a href="#">School Effectiveness guidance on Right Choice</a>	<ul style="list-style-type: none"> <li>• Children to have allocated teacher and TA where possible.</li> <li>• Reduced time in school to ensure transition from home to school is successful.</li> <li>• Curriculum to support children’s well-being.</li> <li>• Provide opportunities to talk about their experiences/concerns.</li> <li>• Pastoral activities.</li> </ul>	<p>Each bubble to have a designated teacher and TA(s).</p> <p>The curriculum delivered in school will be focused on pupil voice and building self-esteem and learning behaviours. It will include the core subjects but will not be a ‘catch up’ from time away from the classroom.</p> <p>Staff are to ensure that they provide a calm and safe environment for pupils giving them a sense of belonging within their bubble.</p>
First aid provision	<ul style="list-style-type: none"> <li>• Ensure all staff know First Aiders on site if less than normal.</li> <li>• If provision is less than usual, minimise hazardous activities, which may result in injury.</li> </ul>	<p>Provision of first aid remains unchanged.</p> <p>Where possible first aid to be administered by each bubble’s assigned TA to reduce the movement of persons around the site.</p>

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	<ul style="list-style-type: none"> <li>Ensure a supply of PPE is available for provision of first aid and use and dispose of accordingly.</li> </ul>	Provision of first aid materials checked on a regular basis. Any shortage notified to the school office. PPE to be disposed of in line with guidance as detailed above. Staff rota planned to ensure that cover is in place for pupils with medical needs on the days on which they are attending.
1:1 teaching, physical restraint and children with SEND or EHC plans are adversely affected by the current situation.	<ul style="list-style-type: none"> <li>Individual <a href="#">risk assessments</a> of children with behavioural difficulties.</li> <li>Ensure a supply of PPE is available based on need.</li> <li>Reduced timetable or consideration of other solutions if child's behaviour puts staff at risk.</li> <li>1:1 teaching to be done at 2m distance.</li> </ul>	Two personal care plans in place. Staff dealing with these children are required to wear PPE equipment including masks, aprons, and gloves and these should be disposed of using the appropriate disposal arrangements. TH to communicate with parents of children with SEND and support class teachers, especially those who do not know the children. If behavioural needs put staff or other pupils at risk, consideration will be given to the provision available in discussion with parents.
<b>7. Other – specific to your school</b>		
Clinically vulnerable staff	See separate risk assessment	

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.

<b>Name of Headteacher</b>		
<b>Signature of Headteacher</b>		<b>Date: Monday 18<sup>th</sup> January</b>

<b>Name of Chair of Governors / Trustees</b>		
<b>Signature of Chair of Governors / Trustees</b>		<b>Date:</b>
<b>Date of review</b>		