

**Coomb Briggs Primary School
June 2020 – Health and Safety**

Risk Assessment

Location / Site	
	Coomb Briggs Primary School, Roval Drive, Immingham.
Activity / Procedure	
	Plan for possible reopening of schools to more pupils during COVID 19 global pandemic
Assessment date	
	18/5/2020 – to be updated regularly with Full Governing Body of Coomb Briggs Primary School and North East Lincolnshire Local Authority 08/06/2020 – 1st update – changes are in blue 17/06/2020 – 2 nd update – changes in green 01/07/2020 – 3 rd update – changes in orange 02/07/2020 – 4 th update – changes in red – plans for September – further additions: 18/08/2020

- Early Years Foundation Stage Guidance
- Supporting Vulnerable children and young people during the coronavirus outbreak guidance
- DfE Guidance: Actions for education and childcare settings to prepare for wider openings from 1st June
- DfE Guidance: COVID 19: Implementing protective measures in education and childcare settings
- DfE Guidance: Initial Planning Framework for Schools
- DfE Guidance: Scientific evidence

Government guidance for schools currently states:

“The safety of children and staff is our utmost priority.”

“The advice seeks to support staff working in schools, colleges and childcare settings, to deliver this approach in the safest way possible, focussing on measures they can put in place to help limit the risk of the virus spreading within education and childcare settings.”

“In education, childcare and social care settings, preventing the spread of the coronavirus involves dealing with direct transmissions (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces.) A range of approaches and actions should be employed to do this.”

Government guidance for parents concerning re-opening of schools states:

“We have provided guidance and support to schools, colleges and childcare settings on implementing protective measures in education and childcare settings to help them **reduce the risk of transmission as more children and young people return.**”

“Whilst such changes are likely to look different in each setting, as they will depend upon individual circumstances, they are all designed to minimise risks to children, staff and their families.

Schools and colleges continue to be best placed to make decisions about how to support and educate their pupils during this period. This will include:

Consideration of the pupils’ mental health and well being

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Early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years settings and schools, we are taking this into account. Schools should therefore work through the hierarchy of measures set out below to lower the risk:

- Avoiding contact with anyone with symptoms
- Frequent hand cleaning and good respiratory hygiene practices
- Regular cleaning of settings
- Minimising contact and mixing

Where settings can keep children and young people in those small groups 2 metres away from each other, they should do so. Whilst working in general groups they should be kept apart, however brief transitory contact, such as passing in a corridor is low risk. ‘

From Overview of scientific advice and information on coronavirus (COVID-19) released 15th May 2020 Spread and vulnerability to disease:

Infectivity and transmission in children:

The exact rates of infectivity and transmission of children is not fully known yet; this is a novel virus and the scientific understanding is developing all the time.

However, the current understanding is that:

- There is a high degree of confidence that the severity of disease in children is lower than in adults.
- There is a moderate to high degree of confidence that the susceptibility to clinical disease of younger children (up to age 11 to 13) is lower than for adults. For older children there is not enough evidence yet to determine whether susceptibility to disease is different to adults.
- The susceptibility to infection of younger children (up to age 11 to 13) might be lower than for adults, but the degree of confidence in this is low. For older children there is not enough evidence yet to determine whether susceptibility to infection is different to adults.
- There is no evidence to suggest that children transmit the virus any more than adults. Some studies suggest younger children may transmit less, but this evidence is mixed and provides a low degree of confidence at best.

Hazard: Lack of social distancing in the classroom resulting in direct transmission of the virus			
Existing level of risk: Consider current level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures: Staff and children to stay in the same bubbles. 2m rule within the building			
<p>These control measures are to encourage space between children where possible.</p> <ul style="list-style-type: none"> • Reduce the number of children in the classroom to enable social distancing. As a school we can accommodate no more than 8 children per class • All children to return to school. Social distancing is not expected between children as they are to stay in their class bubble. Social distancing between staff and children IS STILL EXPECTED • Remove excess furniture and resources to increase space if space to do so • Social distancing charter/song/rules created for and with the children and used many times a day – including how many children playing with resources and how (eg: how to line up, washing hands, use of toilet, moving around the classroom, playground) Visual clues will be used for younger children if deemed necessary by class teacher. • Resources and activities planned to reduce shared contact and individual learning • Use of outdoor space – same charter for outdoors • Staff allowed to stay at adult height – no requirement for getting to child level for interactions • Interactions carried out where possible from a distance 			

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- Children to use same desk when/if returning next day, using same equipment etc All children to their own set of equipment which is cleaned down each day.
- Teacher and TAs are assigned to these children (Bubbles) and stay with these children throughout the day and on subsequent days.
- Children stay in the Bubble **all day** and not mix with other groups
- Staff **must not** enter another bubble - if anything is needed from that room they must message and the item should be left outside the door for the staff member to collect – Staff may enter another bubble but **must** social distance however, as a school we should promote good practice and as far as possible not enter other bubbles
- Bags and on pegs – children supported one at a time to hang coat up. Lunch box to be placed in tray under their desk. No bags to be brought in from home. Coat pegs will be installed in the shared area for Y1 so that there is no sharing of areas. Bags may be brought in but only lunchbox, drink bottle, coat and trainers for PE to be brought in them.
- Signs around school reminding everyone present of social distancing, guidelines down corridors, safe handwashing and respiratory health processes etc
- Removal of toys, rugs, covers, intricate games, soft furnishings etc
- **There will be no whole school assemblies until further notice**

Hazard: Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus

Existing level of risk: Consider current level of risk

HIGH

MEDIUM

LOW

NEGLIGIBLE

Control measures: Cleaning and hygiene procedures in place

These control measures are to encourage space between children where possible.

- Toilets- Designated toilets for each group. Middle cubicles and sinks to be closed to be closed off to maintain social distancing
- EYFS and KS1 children to use only KS1 facilities. KS2 children to use only KS2 facilities, however, KS2 boys to also use disabled toilet as only 1 cubicle in their facilities.
- Urinals to be switched off
- Staff toilets cleaning products for handles/seats etc available for staff to use (and cleaning products safely stored) Only 1 cubicle in each to be used
- No more than two children in the toilets at any one time. Specific time slots given for each class to use. If individual children going this is to be monitored by staff
- Hand gel and handwashing available in each classroom
- Washing of hands regularly with soap and water and after use of toilets
- Extra signs/posters in toilet re washing hands (with visual cues) and reminders to support this at home and wider community also eg on school web, school grounds
- Wedges for the toilet external toilet doors (if safe to do so – consider fire door use)
- Extra soap and equipment (gloves, hand towels etc) ordered to ensure we do not run out
- Additional cleaning of facilities during the day
- Water system checked and monitored
- Caretaker has been given DfE guidance on school systems and processes for buildings re-opening
- **Children and adults must close the lid on the toilet before flushing to stop the spread of ‘splash germs’**
- **Toilets that have been blocked off will be put back into use for September (no urinals) and classes will have set times for visiting facilities and handwashing. At all other times during the day children may use the toilets if needed but must follow the one way system.**

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Hazard: Lack of social distancing waiting to enter classroom in morning resulting in direct transmission of the virus			
Existing level of risk: Consider current level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures: Movement around the site and use of the 2m rule			
<p>These control measures are to encourage space between children where possible.</p> <ul style="list-style-type: none"> Allocated entry and exit for all pupils and staggered collection, drop-off, break, lunch times. Each class to use their external door for exit/entrance. Only one parent per family to drop children off at the main gate One way system set up outside for parents to drop children off. 3 staff outside on duty and teachers will be called when their bubble is ready. One way system working really well. Parents reminded of times if arriving a few minutes late. Children to only attend 1 setting to minimise risk eg: child minder cannot drop off and pick up to return to their setting before home. One grandparent from the family can now pick up/drop off as long as they are a lone grandparent and linked to the family bubble. Staff to collect children from the main gate and return them to the gate at the end of the day - this works well when it is wet weather. Children are directed to staff members who are waiting to show the children where to go. Children enter classes through external doors. September – staff to meet groups of children at the gate and direct them onto the playground to their bubble number. No parents to be on site due to increased number of children. Staff will radio to teachers to let them know their ‘bubble’ has arrived All children given a specific drop off and pick up time in 10 minute time slots. Instructions and reminders shared with school and wider community re social distancing between families through posters, web reminders and pavement markings Staff to supervise, remind and support as required Each classroom to have its own ‘cleaning station’ near the sink, hand wash, wipes, cloths, sanitizer, pedal bin 			

Hazard: Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus			
Existing level of risk: Consider current level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures: Movement around site and use of the 2m rule – from September children not expected to social distance, just to stay in their ‘bubble’			
<p>These control measures are to encourage space between children where possible.</p> <ul style="list-style-type: none"> Staggered playtimes if on the playground. Area cordoned off if on the field Playground will be cordoned off into two parts to allow two classes to use it at any one time. Playtimes will be staggered Hot lunches will be available for children. Lunchtime will be staggered and in classrooms. Hot meals will be taken to classes on a trolley – only packed lunches will be available initially Each class will have an area of the field cordoned off from the external exit from their classroom which they can use as their own area for outdoors. There will be a 2 metre gap between each area Reduced playtime equipment – hard surfaces can be easily cleaned and cleaning products to be available (and safely stored) Games discussed which encourage social distancing –non touch sport, hoola hoop, skipping rope etc Staff supervision throughout – actively encouraging and insisting/modelling and praising on social distancing 			

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- Designated areas for break times-use of FS, KS 1and 2 playground and field as appropriate

Hazard: Lack of social distancing when eating lunch resulting in direct transmission of the virus

Existing level of risk: Consider current level of risk

HIGH

MEDIUM

LOW

NEGLIGIBLE

Control measures: Use of 2m rule

These control measures are to encourage space between children where possible.

- Staggered lunch timings and lunch play times for each Bubble – **only if needed. If on the field then lunch time can all be at 12 o'clock**
- Sufficient staff on lunch duty to ensure plan can be implemented safely
- Children eat in a designated area that is supervised by lunchtime staff – this is likely to be their classroom – **Children will continue to eat in their classrooms with a designated lunchtime supervisor for each class. Children to continue to eat sitting forward facing**
- Chartwells provide lunches as necessary and kitchen staff work side by side with PPE equipment as required – these will be packed lunches due to lack of space in kitchen for staff to social distance
- **Hot lunches will be not be provided from September. Cold meals will be served by kitchen staff and taken to classes**
- Picnic lunch to be used as appropriate with pupils from Bubbles sitting at safe distances and implementing social distance principles as appropriate
- Regular handwashing, with soap and water, before and after eating to be ensured with adult supervision and reminders given as necessary.
- Additional cleaning of tables etc between sittings. **Staff radio to Caretaker when lunches are finished so that cleaning can commence. This will continue in September. Abi will be in all day and will hand over to Dot at 2pm.**
- Pupils to clear away own waste
- PPE equipment available as necessary

Hazard: Lack of social distancing in the corridors resulting in direct transmission of the virus

Existing level of risk: Consider current level of risk

HIGH

MEDIUM

LOW

NEGLIGIBLE

Control measures: Movement around the building and use of 2m rule

These control measures are to encourage space between children where possible.

- Children staying in their classroom and accessing outside from classroom door where possible
- Emergency messages to office/SLT via walkie-talkies/ mobile phones and each class teacher to ensure they are fully charged
- Use one-way system around the school using walkway and outside as marked out – **ALL STAFF and children MUST use the one way system as marked out – reminder to be sent**
- 2 metres guidelines/markings in place
- Reminders (both verbal and visual) throughout
- No visitors in the building unless by prior arrangement, this includes parents
- **All one way areas in school are fully marked out with yellow arrows. No entry signs in areas that cannot be accessed – this must be followed until further notice.**

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Hazard: Contact of shared resources resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures: Resource management and cleaning processes			
<ul style="list-style-type: none"> Resources used are to be cleaned with appropriate cleaning materials daily – Staff and pupils should have their own pens and pencils that are not shared. Children can now share crayons and colouring pens if they wish too Classroom based resources such as books and games can be used and shared within the bubble. They should be cleaned regularly – wipes and cleaning products will be available in all classrooms but stored securely away from children. Resources that are shared between bubbles should be cleaned regularly and meticulously and rotated to allow them to be left unused and out of reach for 48hrs (72hrs for plastics) before use by a different bubble. Cleaning inspection sheet to be used to record toilet facility cleaning Tables, door handles, and other surfaces cleaned with appropriate cleaning material daily by site staff and regularly throughout the day by staff and where and when appropriate by pupils Children to use individual pots/packs of resources eg pencils, pens etc – these will be bundled together with coloured stickers and cleaned when the children have finished with them Resources are ready and children have restricted choice of resources Resources to stay on the child’s desk during the time they are in school and not be put away until the end of their sessions in school for the week Children encouraged to wash hands for at least 20 seconds and use hand gel regularly throughout the day – supervised by adult Lidded bins to be used and ‘Catch it, Bin it, Kill it!’ message to be reinforced using posters, curriculum, web etc Lidded bins to be emptied twice daily as a minimum. A member of cleaning staff will monitor this throughout the day. An area to be set aside for double bagged waste to be stored for 72hrs. This will be the old library Outdoor resources restricted each day and outdoor area separated between classes (limited mixing of ‘bubbles’) Soft toys, dressing up clothes and all soft furnishings including bean bags removed from the classroom before opening Intricate equipment to be removed from the classroom Books available split into separate sets and rotated for de-contamination – not taken home or brought in Outdoor playground equipment allocated to the group of children and cleaned each day at the end of the day and throughout as required. Regular cleaning of gate handles done by caretaker once all the children have been dropped off in school. 			

Hazard: Emotional distress of the children			
Existing level of risk: Consider current level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures: Staff management and activity planning – health and well-being support			
<ul style="list-style-type: none"> Children to have suitable qualified adult in each bubble – where needed there will be 2 adults Small numbers of children to support their emotional need where possible SMSC/PHSE planned within the timetable to support children. Comfort given from a distance – at adult height and hand gel used after if needed Transition item/activity for children to bring to school and share and discuss 			

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- Gradually, and only when children are ready, will any kind of curriculum based revision work be looked at.
- **Afternoons will involve circle time and PSHE**
- **Consider a 'worry box' in each classroom for the children**
- **Make sure a consistent routine is followed and that the children know what to expect during the day**
- **Give the children clear guidance on what is and isn't ok within the classroom – make sure they know that you can't sit face to face with them etc.**
- **Be patient!!**

Hazard: Emotional distress of the staff – including anxiety			
Existing level of risk: Consider current level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures: Staff management and health and well being support			
<ul style="list-style-type: none"> • Staff meeting – regular communication via email • Sharing of support helplines – See website and emails • Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible • Separate risk assessment section for the office area, site team. Kitchen staff, send support and first aid • Teaching staff/TAs to use kettle etc in staffroom. Admin staff to use kettle in office area • Staff room limited to 2 adults at a time, 2nd staff to be made up in the SEN room, 3rd staff room in the old library – staff will be notified which staff room to use on the rota which is sent out. Due to all classrooms now being used, staff asked to stagger time spent in staffrooms to half an hour and then spend rest of lunch break either outside or in classroom. Reminder given regarding lunches. Staff room layout changed to support 6 adults at 1m apart. Table split and chairs around outside of room – layout must not be changed by anyone until further notice • Planned time for preparation on possibly a Friday? This is still not certain Full PPA timetable planned to enable staff to plan and prepare lessons. No early closure of school on a Friday • Extremely clinically vulnerable staff (shielding) work from home and support online home learning resources etc for ALL year groups • PPE masks / face coverings available to staff as required • Clear staff responsibilities in place for each bubble • Clear timetable and organisation plans, policies etc shared with staff • Free refreshments available for staff eg tea, coffee, squash, etc • Staff to bring in lunch each day • Microwave to be taped off and fridge emptied daily. Fridge handles must be cleaned after each use • Microwave to be back in use in September but must be cleaned after each use. 			

Hazard: Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus			
Existing level of risk: Consider current level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures: Use of PPE			
<ul style="list-style-type: none"> • Seek expert guidance from specialist agencies re support for children with behavioural, medical or SEN difficulties - Leading to individual risk assessments if necessary • Any child who displays behaviour of any kind likely to cause transmission of the virus (eg: spitting) will not be allowed to attend the setting 			

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- Masks purchased if needed – N95 grade and instructions form PHE re cleaning – so issued to individuals
- Extra disposable aprons ordered
- Extra gloves ordered
- Some visors also ordered if needed
- Individual risk assessments in place for vulnerable EHCP pupils
- PPE offered to staff for those working close with children

Pls note the Government guidance states “Wearing face coverings or face masks is not recommended”

Hazard: Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus			
Existing level of risk: Consider current level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures: Staff management and support from NELC			
<ul style="list-style-type: none"> • Issuing of risk assessments question from NEL People and Culture to staff and follow this guidance – • Those who are clinically extremely vulnerable (those who have received a letter from Government or clinician) or living with someone who is clinically extremely vulnerable are to work from home • Those who are clinically vulnerable – those strongly advised to social distance in the original guidance are to work at home or work in school adhering to strict social distancing from colleagues and children. • Those living with those that are clinically vulnerable can attend school and work • Shielding staff to return to work in September – sharing of all documents to reassure staff that school is following all appropriate health and safety procedures 			

Hazard: Risk of illness of vulnerable children and family members through direct and indirect transmission of the virus			
Existing level of risk: Consider current level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures: Cleaning and hygiene processes. Guidance from LA and Government			
<ul style="list-style-type: none"> • Children who are clinically extremely vulnerable – those being shielded should not attend school • Children living with someone who is clinically extremely vulnerable should not attend school • Children who are clinically vulnerable, parents should seek medical advice concerning the children returning to school 			

Hazard: Risk of illness of children and staff through direct and indirect transmission of the virus due to movement around the building in narrow corridors			
Existing level of risk: Consider current level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures: Movement around the building and the use of the 2m rule			
<ul style="list-style-type: none"> • A one way system will be used around the building 			

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- Clearly marked stickers on the floor to be used as visual aide to help children and staff
- ‘No-entry’ signs will be placed on the wall on areas children and staff should not be accessing
- Toilet procedures will be monitored, staff will have walkie-talkies to contact each other and can let us know if toilets are in use or they need anything **Posters made regarding closing toilet lids to stop spray when flushing**
- Signs on toilet doors to inform how many people are allowed in at a time
- **All toilets back in use apart from urinals**
- Adults from each bubble to have their own staff room so that they do not all mix in the main room. Only 2 staff at a time to use them.
- No bubble to have more than **8 children and 2 staff** – where possible the same staff stay with the same bubble unless emergency cover is needed **In September all children will be back in class bubbles.**
- Only one parent to drop off and pick up
- No visitors allowed on site unless by prior arrangement **Parents have been notified of this in guidance sent to them**
- Each bubble of children to have their own outdoor space so that they do not mix with the other bubbles
- Clearly marked areas on the field for playtimes
- Clearly marked areas on the field for fire drill
- All classroom areas are set out following the 2m rule

Hazard: Child or member of staff becoming ill with COVID-19 symptoms

Existing level of risk: Consider current level of risk

HIGH

MEDIUM

LOW

NEGLIGIBLE

Control measures: Isolation room

- Anyone feeling ill with symptoms of COVID-19 will be asked to go into the Y3 classroom to isolate
- **The medical room will be used as isolation room from September 2020. All previous routines regarding isolation must be followed, this is only a room change.**
- A message must be sent to the office to state that a person is feeling unwell
- A member of the office staff will then go and open the external door to the classroom – **member of staff to meet parent/carer at the main front door**
- If it is a child they should be accompanied via the outside of the building to the external door which will have been opened
- The staff member should wait near outside the door for the parent/carer to collect ensuring they are at least 2 metres away from the child
- If it is a staff member and they need to wait for someone to collect them then they should also enter via the fire door
- Emergency contact number will be phoned to ask parent to collect if it is a child
- If a staff member has symptoms and they are well enough to drive home they will be asked to do so otherwise their partner/next of kin will be asked to collect them
- They should exit the classroom via the fire door so that they are not walking through the building
- As soon as they can, they should seek medical advice and self-isolate for 14 days
- They and their family should follow all Government guidance
- If they have a test and are found to be positive then the whole ‘bubble’ will be asked to stay at home and self-isolate for 14 days
- The classroom must be deep cleaned once anyone showing symptoms has been in it and even if not used, it must be deep cleaned before classes return to normal
- **If any staff or children have a test for Covid-19 we should ask to see a copy of the result if it is negative.**

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OVERALL level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE
Assessor's comments	Insert comments relevant to findings as appropriate		

Name of assessor	Signature of assessor	Date

Manager's comments	Insert comments relevant to assessment as appropriate

Name of manager	Signature of manager	Date

Risk assessment reviews	Set future review dates & sign/comment upon completion
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Additional points to consider-

- Behaviour additions – revisit behaviour policy
- First aid risk assessment – use of PPE has been requested by staff
- Send risk assess for individual children on EHCP
- Fire practice – **completed on 29/06/2020. Actions:**
 - ALL staff **MUST** take out a walkie-talkie on leaving the classroom.
 - All classrooms will continue to use the end of their field area as a muster point. This worked well and all children were out of the building within a minute.
 - Inhalers need to be in the correct classroom for the children.