




**Peel Hall
Primary School**

***Covid-19 Return to School
Risk Assessment
May 2020***

COVID-19 RETURN TO SCHOOL RISK ASSESSMENT – PEEL HALL PRIMARY SCHOOL

Description of Task / Work Area					
<p>To open school to increased numbers of children, based on government guidance from 8th June 2020 and keeping children and staff safe in school:</p> <ul style="list-style-type: none"> Year 1, 6, key worker children, vulnerable children We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment. We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils. We will share this Risk Assessment with employees We will continue to comply with all relevant Health and Safety Legislation. 					
Assessors:	Mrs Dunkley: Headteacher	Assessment Date:	29 th May 2020	Date of Review:	20 th June 2020 (weekly/as required based on scientific evidence)
Signatures:		How communicated to staff:	Electronic Copy via email	Date communicated to staff:	1 st June

What are the hazards/cause of hazards?	Who might be harmed and how?	Control Measures	Action taken by whom	Action by when?	Date completed
Vulnerable adults	Clinically extremely vulnerable	<ul style="list-style-type: none"> All Clinically Extremely Vulnerable employees are required to self-isolate and must not attend school/setting. Where possible they are required to work from home. All employees who live with a person who is Clinically Extremely Vulnerable, where possible, work from home. All employees, themselves or persons within their household have COVID-19 symptoms, should not attend school. 	All staff	June 2020	

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Vulnerable children	Clinically extremely vulnerable	<ul style="list-style-type: none"> All Clinically Extremely Vulnerable pupils are required to self-isolate and must not attend school/ setting. All pupils, or persons within their household that have COVID 19 symptoms should not attend school 	All parents	June 2020	
Transferring the virus to other children and adults prior to symptoms. Classroom Organisation	Staff, children, parents	<ul style="list-style-type: none"> Classes of up to 10 children one member of staff. Seat children at the same desk each day Classroom windows to be opened for ventilation, Lockers not to be used. Coats and PE bags to be kept on chair next to the chair child is seated on. One-way circulation, of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors - signposted Stagger breaks to ensure that any corridors or circulation routes used have limited number of pupils using them at any time Staff to staff interaction: No physical contact. No close contact activities (2 metre distance). Non contact PE activities planned. Staff and children to be kept hydrated. Children provided with a water bottle to be refilled as necessary by the child. If a child is unable to do this (it may prove difficult for some of the younger children) plastic cups to be available for children to take, to be filled by member of staff from a jug. Limit the number of children who use the toilet facilities to one at a time. Water fountains not to be used – these will be turned off Access rooms directly from outside where possible Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. Light switches turned on in the morning and left on. Cleaned at the end of the day. Ensure children and staff where possible, only mix in a small, consistent group and that small groups stay away from other people: timetables/routines Children use same classroom area throughout day 	All staff in the building	June 2020	
Transferring the virus to other children and adults	Staff, children, parents	<ul style="list-style-type: none"> Ensure that bins for tissues are emptied throughout the day Resources are not taken home. No exchange of take-home resources 	All staff in the building /	June 2020	

What are the hazards/cause of hazards?	Who might be harmed and how?	Control Measures	Action taken by whom	Action by when?	Date completed
<p>prior to symptoms:</p> <p>Use of equipment, resources and cleaning protocols</p>		<p>between children and staff</p> <ul style="list-style-type: none"> • Remove unnecessary items from classrooms, other learning environments and communal areas where there is space to store elsewhere. • Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts). • Prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently • Children in Y1 and Y6 (and all other children in the key worker/vulnerable groups) are provided with their own equipment to be kept on their desk. • Children in Y1 and Y6 (and all other children in the key worker/vulnerable groups) have their own specific IT equipment. Charging areas are in each learning space. • Use of Small Meeting Rooms and Confined Areas (including Photocopier/Storage areas) by more than one person prohibited • Designated staff to undertake any photocopying required. • Using interactive lessons to reduce need for photocopying. • Reading books. Children can be given an individual reading book. This must stay on their individual work table. When the book is finished it must be put in the box located in each "bubble". These should then not be touched for the rest of the week. On a Monday morning, the books in the box should be taken out of the box, the covers should be wiped and put back on the shelf. 	<p>Site managers</p> <p>Phase leaders to devise staff rotas for cleaning equipment</p>		
<p>Transferring the virus to other children and adults prior to symptoms:</p> <p>Lunchtime</p>	<p>Staff, children, parents</p>	<ul style="list-style-type: none"> • Years 1 & 6 eat lunch in classrooms. • Key worker and vulnerable groups eat in dining hall maintaining social distancing. • Year 6 to collect own lunch, staff to deliver lunch to Year 1 children, handwashing prior to delivery. • Tables will be disinfected before and after lunch. • Stagger lunch breaks - children should clean their hands before and after lunch. • Staff room only to be utilised to store food/drinks in fridge. Every member of staff to wipe handles/any surfaces touched before leaving room. • Offices have been reviewed and appropriate configurations of 	<p>All staff in the building</p> <p>Phase leaders to devise timetables/staff rotas</p> <p>All Dolce Catering staff</p>	<p>June 2020</p>	

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		<p>furniture and workstations have been put in place to allow for social distancing.</p> <ul style="list-style-type: none"> • All persons are required to stay on site once they have entered it and not use local shops etc. • Catering is provided on site, meal provider to abide by risk assessments re. cleaning of plates/eating utensils, etc. • All staff to leave drinking bottles at school, pre prepared food in wrappers that can be disposed of rather than taken home. • All persons should sit 2 metres apart from each other whilst eating and avoid all closer contact. 			
Removing children/staff from others if they have symptoms	Staff, children, parents	<ul style="list-style-type: none"> • Remove child from class and phone parent/carer to pick child up immediately. • Staff exhibiting symptoms need to go home immediately. • First Aider always on site in each phase bubble. • If a child shows symptoms they will be removed from group and taken to the Assembly Hall. Child's parent will be contacted and the child removed promptly. • A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. • If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. • If a staff member shows symptoms they will be told to go home immediately. If they are not well enough to drive a family member or friend will be contacted. Any unallocated staff/SLT will then cover their role. • Any areas which may have been touched will then be disinfected. • School will not drive child/adult. • Staff who are showing any of the signs of Covid-19 may NOT come to school. • Staff MUST declare if they have a member of their family displaying signs of COVID-19 and may NOT come into school. • Staff have been informed about the need for self-isolation as advised by the Government • Following collection of child, guidance followed as per implementing protective measures in education and childcare settings (see below) 	All staff in the building	June 2020	

What are the hazards/cause of hazards?	Who might be harmed and how?	Control Measures	Action taken by whom	Action by when?	Date completed
Young children cannot socially distance (N & Rec)	Adults and children	<ul style="list-style-type: none"> • Messages to parents reinforce the importance of social distancing. • The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. <p>Very small groups of children (4-6) Increased hygiene – regular hand washing and surface wiping Increased cleaning of any shared resources.</p>	<p>Headteacher/ Deputy Headteacher</p> <p>Staff working with EYFS groups</p>		
What are the hazards/cause of hazards?	Who might be harmed and how?	Control Measures	Action taken by whom	Action by when?	Date completed
<p>Transferring the virus to other children and adults prior to symptoms:</p> <p>Cleanliness/Hygiene</p>	Staff, children, parents	<ul style="list-style-type: none"> • Clean hands more frequently than usual (on arrival, before and after eating, after sneezing/coughing) - wash hands for 20 seconds with running water/soap and dry thoroughly. Hand washing is the preferred option, but staff will also have access to alcohol hand rub/sanitiser and ensure when using that all parts of the hands are covered. Gel dispenser available in Reception, all classrooms, offices, all entrances. All staff/visitors use before entering/leaving the building. Staff must only use the main entrance into school – no other entrance to be used at beginning and end of day. • Hand washing is built in to the daily routine and is supervised by staff. • Teachers should ensure they wash their hands and surfaces, before and after handling pupils' books • Staff to only use fob card to sign in – NOT Inventory screen. • Drying hands with disposable soft paper towels • Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach, use a tissue/elbow to cough or sneeze and use bins for tissue waste • Regularly emphasise to adults and children – don't touch mouth, eyes, nose 	<p>All staff in the building</p> <p>Phase leaders to devise timetables/rotas for chn's handwashing & for 'bubble cleaning' throughout day</p>	June 2020	

What are the hazards/cause of hazards?	Who might be harmed and how?	Control Measures	Action taken by whom	Action by when?	Date completed
		<ul style="list-style-type: none"> • Ensure help is available for children who have trouble cleaning their hands independently • Water fountains not to be used. A drink bottle to be provided for all children, to be refilled as necessary by the child. • Cleaning frequently touched surfaces often using standard products, such as detergents • Staff to wash hands before touching communal equipment e.g. microwave, fridge, then to wipe handles/surfaces with sanitising wipes provided. • All staff provided with personal 100ml hand sanitiser. This should be “topped up” at the office when near the end of the bottle. • Children needing to be changed after toileting (intimate care), will be encouraged to do so independently. For those children who might need to wear a nappy, for medical reasons, or are unable to manage themselves will necessitate staff wearing PPE. Soiled clothing should be double bagged. Dirty nappies should be double bagged and stored in ‘nappy bin’, which is emptied by PHS. (PHS to observe rules re. visitors). • A cleaning schedule will be implemented throughout the site, ensuring contact points, e.g. work surfaces, door handles; taps are thoroughly cleaned/disinfected regularly. Cleaning protocol is as follows: <ul style="list-style-type: none"> • Hard surfaces to be made wet prior to disinfecting. • Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones , light switches and door fobs • Hand towels and hand wash are to be checked and replaced as needed by the Site Officer/Caretaker and cleaning staff. • Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. • Cleaning products in each classroom. Only cleaning products supplied by the school are to be used. • Bin liners should be used in all bins • A return-to-work plan for cleaning staff is agreed with contracting agencies prior to opening. • An enhanced cleaning plan is agreed and implemented which minimises the spread of infection to include regular cleaning of all 	Site Managers / Essential cleaning staff		

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		touch points and welfare areas.			
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Transferring the virus to other children and adults prior to symptoms: Outdoor Space	Staff, children, parents	<ul style="list-style-type: none"> Use outdoor space for learning, where possible, as this can limit transmission and more easily allow for distance between children and staff (Read COVID-19: cleaning of non-healthcare settings) Outdoor equipment SHOULD NOT BE USED unless it is appropriately cleaned between groups of children using it, and multiple groups do not use it simultaneously. 	<p>All staff in the building</p> <p>Phase leaders to devise timetables/rota for outdoor areas</p> <ol style="list-style-type: none"> playtimes outdoor learning 	June 2020	
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Transferring the virus to other children and adults prior to symptoms: Access/Egress to the Building	Staff, children, parents, visitors	<ul style="list-style-type: none"> Visitors, other than those with whom we currently have arrangements with, are not allowed access to the school building Parents, carers or <u>any</u> visitors, such as suppliers, are not to enter the school building setting if they are displaying any symptoms of coronavirus Only one parent to attend site for drop off and pick up Provided allocated drop off and collection times (staggered), protocols for minimising adult to adult contact (e.g. which entrance to use) Parents stand on designated spot in the playground from which children will be escorted into the building by member of staff. No parents to enter the building unless for a pre-arranged appointment, which can't be conducted any other way. The number of entrances and exits to be used is maximised. Different entrances/exits are used for different groups. Staff, parents and pupils are briefed and signage provided to identify 	<p>All staff in the building</p> <p>All Parents/Visitors</p> <p>HT / DHT / Site</p>	June 2020	

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		are on site (i.e. after normal opening hours).			
What are the hazards/cause of hazards?	Who might be harmed and how?	Control Measures	Action taken by whom	Action by when?	Date completed
<p>Transferring the virus to other children and adults prior to symptoms:</p> <p>Contractors</p>	Staff, Pupils, Contractors	<ul style="list-style-type: none"> Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene. Staff and contractors are to maintain a safe distance between themselves and others (2 metres). All contractors are to use hand gel upon entering the site. Strict hygiene rules to be implemented, all contractors are to be asked to do the following: <ul style="list-style-type: none"> Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser, whichever is most appropriate to the area they are working in. Repeat the hand washing/sanitising every hour. Site inductions are to be carried out following social distancing principles (2m separation). <p>The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned.</p>	Admin/Site Staff Contractors	June 2020	
<p>Operational Issues</p> <p>Fire procedures are not appropriate to cover new arrangements</p>	Staff, Pupils, Contractors	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Reduced numbers of pupils/staff Possible absence of fire marshals Social distancing rules during evacuation and at evacuation points Staff and pupils have been briefed on any new evacuation procedures Dual register system in place – 1 for the office and 1 for class teacher 	SLT	June 2020	

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Government & NHS Guidance

- *Additional Information:* Coronavirus (COVID-19): [implementing protective measures in education and childcare settings \(published 11 May 2020\)](#)
- Hand washing video <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
- Guidance for schools, childcare providers, colleges and local authorities in England on maintaining educational provision Published 19 March 2020 <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>
- Guidance on social distancing for everyone in the UK Updated 30 March 2020 <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>
- Guidance for education and childcare settings on how to implement social distancing <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>
- Coronavirus action plan: a guide to what you can expect across the UK Published 3 March 2020 <https://www.gov.uk/government/publications/coronavirus-action-plan>
- Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>