



Charleton C of E Academy Summary Risk Assessment: Phased Opening For Schools During Covid-19

As part of the planning for the gradual re-opening of schools, from 1st June, risk assessments have been created using the DfE Guidance, DfE Planning Tool, Local Authority Model Risk Assessments and The Health and Safety Executive. The summary identifies the risks associated with opening the school and the measures we are able to put in place to manage the risk. From this we have identified the level of risk - high, medium, low. The RAG indicates the risk after control measures have been put in place. Where the RAG remains high (red) this is because although the likelihood of risk has been lowered by control measures, the severity of the risk still remains high. This information in this summary document is taken from our detailed assessments. Our risk assessments are subject to change as new guidance becomes available and we review our practices.

School: Charleton C of E Academy	Risk Assessor: Miss Coombe and Trust Health and Safety Lead Ref: 01/06/20 Phased Reopening
Description of Risk Assessment	Assessment of risk involved in the phased re-opening of school and nursery sites following the COVID-19 lockdown. On 11th May, the UK government announced plans that Schools and nursery settings should plan to open with effect of 1st June 2020 for children in Nursery, Reception, Year 1 and Year 6. This partial reopening will be alongside the existing requirement for schools to accommodate children of key workers and vulnerable children. The COVID-19 virus is a contagious condition which can result in fatality for a large number of people. There are a number of people considered to be at higher risk than others, due to underlying health conditions. It is considered that the risk to young people (Children) is greatly reduced by the evidence seen in the UK and other countries. Detailed guidance from the DfE can be found here: https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-

[other-educational-settings](#)

	Identified Risk	Measures To Manage and Reduce Risk	Risk after measures in place	Who is Responsible
1.	Entrance and exit to the school site causing large groups of parents inside school grounds and compromising social distancing requirements.	<p>Stagger drop-off and collection times and use of multiple drop off/collection points.</p> <p>Parents will be directed to bring children to the playground and leave them with a member of staff maintaining 2m distance</p> <p>Signage will be clear and there will be a member of SLT on duty in the playground to direct and disperse parents.</p> <p>A member of staff will be on the gates at all times during the drop off slots and ensure that parents do not cross the tape threshold.</p> <p>Tape markers on the floor to show parents where they must stop to drop children off.</p> <p>Parents will then leave via the main gate to the carpark.</p> <p>Parents will have this clearly directed in a letter for them prior to arrival at school.</p> <p>Parents will be reminded not to gather and to disperse as soon as they have dropped off their child.</p>		Head SLT Parents
2.	Parents gathering at school gate not adhering to social distancing requirements and risk spreading the virus.	<p>Plan parents' drop-off and pick-up protocols that minimise adult to adult contact.</p> <p>Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</p> <p>There will be two meter markers outside the school.</p> <p>Member of SLT on duty will pause parents if there is a build up and ask them to wait at 2m before they can enter the school site.</p> <p>Once the blockage has cleared, they will be able to enter.</p>		Head SLT Parents
3.	Unable to follow social distancing within all areas of	The DFE Planning Guide for Primary Schools (14th May 2020)		Head SLT

	<p>the school during the school day and risk spreading the virus.</p>	<p>Groups to be of no more than 15 pupils per group and two members of staff. Desks to be spaced as far apart as possible. Keep plans of seating in rooms and encourage children to sit in the same place. Classes from R - Year 6 will contain no more than 15 children. In Nursery this will be 1:8 with a TA and 1:13 with a teacher in the classroom. Classrooms will be cleared of any items that are not needed to ensure safety and as much space as possible. The desks will be set as far spaced as possible. For year 6, year 1 and the key worker group travel to the toilets will be through the outside door to the playground, through the playground and back in the outside door to the toilet not through the corridors or cloak rooms. Lunch times will be in the classroom to minimise cross contamination. Use of outside space for play times will be staggered so that pods do not come into contact. Use of the adventure area and field will be timetabled to ensure pods do not come into contact. Adult supervision will be required for any child moving around the school.</p>		Staff
4.	<p>Increased numbers of pupils and staff in shared areas during breaks compromising social distancing between adults and pods.</p>	<p>Staggered break times on a rota basis so each group knows where they should be to avoid contagion. Break times to be taken in different outdoor areas where possible - adventure area, KS1 outdoor area, playground. Break times will be staggered and covered by the adult designated to that group. The designated first aiders would need to treat any emergencies and these may be outside of their pod. If so, they would wear appropriate PPE (Mask, gloves, goggles, apron) and wash hands before and after.</p>		Head SLT Staff
5.	<p>Increased numbers of pupils in shared areas during lunchtime compromising social distancing between adults and pods.</p>	<p>Lunches delivered to classrooms Lunches will be given in grab bags and delivered to classrooms. The children will eat their lunch under the supervision of the adult(s) designated to their group. One of the adults leading the pod would have their lunch at this point away from the children. Children would eat their lunch at their designated desk space. The adult would ensure that all table surfaces are wiped down before and after using the disinfectant spray and cloth provided and children wash their hands before eating lunch.</p>		Head SLT Staff

		<p>At their designated playground slot, they would move outside to their play zone. This would be supervised by the adult assigned to their classroom to ensure no adult is moving across pods.</p> <p>Use of outdoor space will be staggered so that pods do not come into contact with each other.</p> <p>The adult (s) supervising their group outside at lunchtime need to be vigilant of other pupils using the hall door to the playground to access the toilet.</p> <p>A coned 'corridor' will be required to ensure 2m distance and the bottom end of the playground from the Nursery to the PE shed will be no entry for the group who are playing.</p>		
6.	Changes to building use being safe for pupils & staff e.g. storage, one way systems, floor tape.	<p>Risk assessment for changes and monitoring Ensure fire, first aid and other Health and Safety needs are met. We need to prepare 5 classrooms: 1 x Nursery 1 x R 1 x Y1 1 x Key worker 1 x Year 6</p> <p>The doors leading to the staircase to Start Point class will be no entry or exit to pupils (staff will need to use this route to the toilet) A cone corridor will be required in the playground to mark the route from the hall door through the playground to the toilets. The bottom end of the playground will be no entry for play.</p> <p>In order to accomodate 5 groups we would require 5 classrooms - there are only 4 classrooms.</p>		Head SLT Staff
7,	Staff rooms and offices not able to comply with 2m social distancing for adults and safe working practice.	<p>Avoiding unnecessary gatherings</p> <p>Staff room operates on a 1 in 1 out basis.</p> <p>Photocopier use operates on a 1 in 1 out basis. Limit photocopier use to before school, after school and times when the administrator is not in school.</p> <p>Anyone needing to discuss anything with the office will need to wait at the door and talk to the member of staff.</p>		Head SLT Staff

8.	Lack of ventilation and the risk of spreading the virus.	Open windows and doors where safe to do so (bearing in mind fire safety and safeguarding)		Head SLT Staff
9.	Shortage of teachers and support staff to maintain staff to pupil ratio and provide services such as first aid; cleaning; safeguarding support and 1:1 LSA support where required.	<p>Staff audit as per the "DFE Planning Guidance for primary Schools" document to determine ratios of staff to pupils.</p> <p>The audit has identified one member of staff as unable to attend work. Guidelines about contamination also mean that members of staff who work across the hub are unable to do this. This has also reduced members of staff available.</p> <p>To cover our pupil numbers in phase one school opening we will need: Nursery: (13 children) 1 group , 2 staff Reception: (10 children) 1 group. 2 staff Year 1: (11 children) 1 group, 2 staff Year 6: (13 children) 1 group, 2 staff Key worker Children: (max 15 children), 2 staff.</p> <p>No staff covering across classes for PPA.</p> <p>Two options: TAs assigned to class cover (5 staff needed) or we close Friday at lunch time so all teachers have PPA (No staff needed)</p> <p>The risk of having all year groups would be that there would not be the space or staff to do this in a safe way in accordance with Government Guidance. This would be a very high risk. Therefore, we are unable to accomodate Years 1 and 6 (Government Guidance states that we must prioritise Key worker children and the younger year groups)</p>		Head
10.	Anxiety levels of parent community and staff members resulting in breakdown of staffing ratios, compromising implementation of guidance.	<p>Regular communication to Parents regarding plans. Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times) Risk assessment and key training to be delivered for all staff. All staff completed an audit to identify extra vulnerability.</p>		Head SLT

		<p>Head of Academy 1:1 meetings with those identified to conduct RA and reduce anxiety.</p> <p>No more than 1 staff member in the staffroom at one time to ensure social distancing.</p> <p>Raised anxiety in children as they would not have their class teacher.</p>		
11.	Contaminated surfaces in classrooms and school building and risk of spreading virus.	<p>Remove unnecessary and difficult to clean items from classrooms and other learning environments where there is space to store it elsewhere.</p> <p>Regular cleaning, high touch/traffic areas will need particular attention.</p> <p>Teachers instruct and remind pupils to adopt the 'catch it, bin it, kill it' approach for coughs and sneezes.</p> <p>All tissues are to be disposed of into a lidded bin, and hands washed for 20 seconds.</p> <p>Rooms to be used to be stripped of anything non essential to give extra space to move and less surfaces to cause risk.</p> <p>Children will be informed not to bring any items except lunch and a water bottle into school.</p> <p>Surfaces will be wiped by staff before and after lunch/break. Children will be directed to wash their hands regularly. Toilets will be cleaned twice daily. All classrooms have lidded bins.</p> <p>In the staffroom, there will be cleaning products for each member of staff to use before and after they eat.</p>		Head SLT Staff
12.	Using play equipment and the risk of spreading the virus.	<p>Only to be used if the equipment can be appropriately cleaned using the correct chemical between groups of children and only one group at a time.,</p> <p>Outdoor play equipment such as playtrails and climbing frames will not be used due to intricate and difficult to clean parts.</p> <p>The equipment in classrooms cannot be shared across pods.</p> <p>All resources must be wiped down and sanitised each day by the adults in that pod. If an item cannot be safely wiped down, then it should not be used between the children and will be stored.</p>		Head SLT Staff
13.	Lessons or activities to take	Decide which lessons or classroom activities can take place outdoors and		Head

	place outdoors in line with social distancing and reduce risk of spreading the virus.	refresh risk assessment. Use of outside space needs to consider the rota for play and break times to ensure no overcrowding. Teaching staff will plan to use the outside area as much as possible for learning. The playground, adventure area and field will be timetabled for use so that children in their pods do not mix.		SLT Staff
14.	Shared resources and equipment in the classrooms and outdoor spaces, increasing risk of spreading the virus	Prevent the sharing of stationery and other equipment where possible. All classes will be cleared of any unnecessary items. All resources will be given to the children who will have individual equipment. If any needs to be shared, it will be wiped down and cleaned after each use. All difficult to clean objects such as soft toys, soft furnishings and toys/equipment with intricate parts will be removed from the rooms being used and stored. In EYFS and KS1 there will be some learning resources with smaller parts. These will be soaked in Milton and water overnight to sterilise before morning.		Head SLT Staff
15.	Cleaning staff and hygiene contractors capacity - providing additional requirements associated with cleaning.	Assessment of capacity for in house cleaning. SLT will oversee cleaning of the school with daily checks. All staff must be made aware that surfaces and floors in their rooms must be cleared each night before the cleaners arrive. The class teachers will be responsible for this. Class teachers will be responsible for any cleaning of excess resources used during the day by their pod.		Head SLT Staff
16.	Sufficient handwashing facilities for staff and pupils to ensure all adhere to government guidance.	Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments – the correct sanitiser 70% alcohol. Soap and warm water is the preferred cleaning method. All classrooms used will have a sink, soap and sanitiser for all to access.		Head SLT Staff
17	Additional time for staff and pupils to carry out handwashing requirements.	Time for frequent hand cleaning is built into every part of the day, in line with the Government guidance . Washing will be carried out; Before and after preparing, handling and eating food. After using the toilet. After exposure to any external activities and environments such as playtimes		Head SLT Staff

		<p>After coughing, sneezing and blowing of nose. After Cleaning. After dealing with any first aid/illness cases.</p>		
18.	Handwashing practice with children to reduce the risk of spreading the virus.	<p>Review the guidance on hand cleaning and introduce hand washing songs for younger children. Hand sanitiser per classroom and at main entry and exit points. Teachers use the handwashing posters which will be displayed in toilets. Teachers use ebug resources. Parents informed of the handwashing requirement and to reinforce it at home.</p>		Head SLT Staff Parents
19.	Sufficient supplies of soap, hand sanitiser and cleaning products in place at all times.	<p>Audit of products within school and further ordering has already taken place so that there is sufficient. Stock levels regularly reviewed by Premises manager and overseen by HOA. Central stock maintained and overseen by Trust Premise and Site Manager.</p>		Head SLT Staff
20.	Toilets being overcrowded at key points in the day.	<p>Limiting the number of children or young people who use the toilet facilities at one time. Toilets for children will be 1 in 1 out.. Children will be reminded about hand washing for 20 seconds. Children will need to be accompanied to the outside playground door nearest the toilets to ensure they do not come into contact with other pods.</p>		Head SLT Staff
21.	Staff Health and Mental wellbeing being compromised.	<p>Full staff audit undertaken to identify particular needs and mental wellbeing issues.</p> <p>Staff will need regular breaks, lunch and toilet breaks. It is important that they have some down time away from the classroom. For this, we will need two members of staff per pod so that they can cover each other.</p> <p>To give staff their PPA sessions weekly, we would need an extra 5 staff . These staff cannot be from outside the pods as adults cannot work across groups. Therefore, the school will be closed to pupils on a Friday afternoon to enable PPA time. Counselling service is available to all staff.</p>		Head SLT Staff
22.	Staff who are in the government defined	<p>Parents must follow medical advice if their child is in this category and remain at home.</p>		Head SLT

	“Clinically Extremely Vulnerable” category..	Staff within this category have been instructed to remain at home.		Staff Parents
23.	Staff who are in the government defined “Clinically Vulnerable” category.	Pupils within this category are advised to remain at home. No repercussions are in place for non attendance during this time. Staff within this category will be assessed on a case by case basis.		Head SLT Staff Parents
24.	Risk to Children with EHCP.	Complete individual risk assessment before deciding on attendance or what additional control measures need to be introduced		Head SLT Staff SENDco
25.	Pupils not following guidance.	Ensure that the same teacher(s) and other staff are assigned to each group. some children will need additional support to follow these measures. Staff will make expectations clear to children. The behaviour policy will be used as normal to guide children. Any children with behavioural conditions who are at risk will be risk assessed individually. Use of exclusion where children do not follow the behaviour code and system set out.		Head SLT Staff
26.	Member of a class showing symptoms associated with with COVID19	If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required.		Head SLT Staff
27.	Staff or pupil testing positive for COVID 19 after being in school	Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.		Head SLT Staff Parents
28.	Staff understanding new changes to guidance related to	Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times)		Head SLT

	safe practice at work & in the classroom. Teaching in a safe environment	All staff will have a copy of the Risk assessment. They will be informed that it is their duty to follow it and ensure compliance.		Staff
29.	Accessing testing arrangements are clear for all staff	Access to testing is already available to all essential workers		Head HR
30.	Conditions for use of face coverings or other PPE equipment when dealing with a symptomatic child are clear and understood by staff.	If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. 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.		Head SLT Staff
31.	Routine use of PPE	Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way		Head SLT Staff
32.	Safe travel to school without crossing patrols	Encouraging parents and children and young people to walk or cycle to school where possible, reducing the movement of vehicles around school entrances. Parents are advised to supervise their child's journey to school.		Head Parents
33	Kitchen facilities not complying with latest Covid19 guidance to reduce risk of infection/contamination. Increased risk of food poisoning due to prolonged service delivery.	Menus will be offered based on the availability of ingredients but may need to be altered to accommodate staffing issues Depending on numbers of children eating, one year group per day to have a picnic lunch to eat outside/in a different room. FSM and UFSM children will have grab bag style lunches for the first two weeks which will be delivered to their classrooms. All other children will be asked to provide a packed lunch. These will all be eaten in their classrooms so that pods do not mix. Lunch timetables will be staggered to support the social distancing of the small groups.		Head Catering Staff

		lunch break outside will be staggered		
34.	Catering staff not able to operate in a safe environment.	Social distancing within the kitchen is only possible with restricted access. Staff to be reminded that access to the kitchen is prohibited at lunch times This will form part of the training/information document.		Head SLT Staff
35	Visitors: parents, contractors, staff and visitors entering school complying with external requirements for staff safety.	Tell parents, carers or any visitors not to enter the education or childcare setting if they are displaying any symptoms of coronavirus. Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site Social worker visits will take place in a socially distancing way, within a clean area of the school which will be re-cleaned after use.(office)		Head SLT Staff
36.	Suppliers understanding and complying with new arrangements.	Discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours Agreement from Suppliers of their confirmation and understanding of the new arrangements should ideally be sought		Head SLT Catering Manager
37.	Poor or lack of communications to parents and staff regarding measures and arrangement.	Regular communications – identified and logged. Staff communication via frequent meetings. Parents will be communicated via email of any expectations, procedures and updates regularly Signage will be in place in the school and a member of SLT will be on the gate at all times.		Head SLT
38	Parent aggression to staff and others due to anxiety and stress of the situation.	Tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) to reduce anxiety Suitable 2m markings need to be placed so that social distancing can be maintained whilst waiting for drop off and collection.		Head SLT Staff Parents

		<p>Detail site specific drop of points:</p> <p>Parents will have this clearly directed in a leaflet for them prior to arrival at school.</p> <p>In case of parent aggression, staff will follow the Policy: Dealing with violence, threatening behaviour and abuse.</p>		
39.	Spread of virus due to increased numbers of people within the building	Inform parents that if their child needs to be accompanied to school only one parent should attend		Head Parents
40.	Increased Safeguarding risks associated with lack of attendance.	<p>Attendance registers will be taken on a daily basis, with numbers reported to DfE.</p> <p>Although parents will not be fined for poor attendance during the COVID situation, staff are still expected to follow up non attendance, especially where there are safeguarding concerns.</p> <p>Safeguarding concerns will continue to be dealt with as usual by the DSL and supported by Children Services.</p>		Head SLT
41.	Staff unsure of emergency procedures and new muster points whilst adhering to social distancing.	<p>Staff to be reminded of the evacuation procedures and instructed to read the evacuation policy, available in the staff portal.</p> <p>In emergency situations, the priority is to ensure that the building is evacuated to the muster point.</p> <p>Temporary protocols for muster points will be implemented to support social distancing. A silent fire drill run through will be practiced with pupils during the first week so they will know the expectations.</p>		Head SLT
42.	Lack of trust and confidence in the school, Trust, pupil, family from parents/staff/media following a confirmed COVID case in the school which has spread to others.	<p>The risk of spread has been considered and actions will be taken in line with the government guidance.</p> <p>Actions are implemented as far as is reasonably practicable.</p>		Head SLT

43	ICT Provision – ICT failure or significant issue which requires the IT team to attend the occupied school. The risk associated with the use of shared computer equipment.	<p>IT team are able to dial in remotely to resolve many ICT issues. When this is not possible and a site visit is required, staff will follow the same social distancing guidance as visitors</p> <p>Use of IT equipment should be reduced as much as possible. All users of IT equipment should wash their hands immediately before and immediately after use of any device.</p>		Head SLT Trust IT Lead
44.	Increased risk to BAME (Black and minority ethnic) staff and pupils.	<p>Further government guidance is required. Parents to make decisions on keeping BAME children at home. Individual staff risk assessment on a case by case basis (as per risk number 23)</p>		Head Parents