

**Cherry Lane Primary School
– Risk Assessment**



First phase of education wider opening during Covid-19 Pandemic

Location Cherry Lane Primary School

Name of Assessor Nicky Tranter & SLT

Date of Assessment 01/05/2020

Risk Assessment No. 1

Position Held Head teacher

(reviewed 4/6/20)

Planned Review Date 17/06/2020

No.	Hazard	Risk	Individuals Affected	Control measures in place
1	<p>Fire</p> <p>First aid emergencies</p> <p>Changes in layout</p> <p>Slips trips and falls</p>	<p>Burns</p> <p>Asphyxiation</p> <p>Loss of life</p> <p>Loss of property</p> <p>Illness</p> <p>Injury</p>	<p>Pupils</p> <p>Staff</p> <p>Contractors</p>	<ul style="list-style-type: none"> Review general risk assessments for rooms and other areas in use to consider changes in layout and potential risks introduced Ensure walking's areas and spaces between desks and emergency exit points are sufficiently wide and uncluttered - tables are two metres apart – any surplus equipment and furniture has been stored in sheds Review emergency evacuation procedures to consider closed rooms / alternative exits – lockdown procedures remain the same / fire drill – pupils congregate on school field as normal with two metre space between groups All staff to be briefed on risks and controls/changes introduced – risk assessment shared with staff Review procedures to consider SMT and support staff shortage and ensure sufficient staff available to coordinate emergency procedures – audit of staff availability undertaken – currently more than enough staff to cover absences – to be reviewed as school reopens to greater amounts of pupils. Qualified first aiders in place – Welfare Assistant (Kim Ramsay) – in school everyday – Mandy Bedborough on site everyday – Lorraine Schofield in school from 4th June (Monday to Thursday) – other first aiders to return as more year groups return

				<ul style="list-style-type: none"> • If a first aider is not immediately available, a staff member is to take control of the situation and, if necessary, summon the emergency services • First aid boxes replenished regularly
2	Management of social distancing	Contact with persons infected with Covid-19 (symptomatic or asymptomatic)	Staff Pupils Contractors Visitors	<div style="border: 1px solid black; padding: 5px;"> <p>DfE Guidance states...</p> <p><i>We know that, unlike older children and adults, 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 and schools, we are taking this into account.</i></p> <p><i>You should, therefore, work through these hierarchy of measures:</i></p> <ul style="list-style-type: none"> • <i>avoiding contact with anyone with symptoms</i> • <i>frequent hand cleaning and good respiratory hygiene practices</i> • <i>regular cleaning of settings</i> • <i>minimising contact and mixing</i> <p><i>It is still important to reduce contact between people as much as possible.</i></p> </div> <ul style="list-style-type: none"> • Clear communication of all necessary measures – will include emails, notices/posters, verbal briefings – visual posters for younger pupils years • Daily pre-openings check to verify all necessary controls are in place • Pupils to be accompanied only by one parent or carer to the school and not allowed in school building • Reception area staffed by admin team but no parents allowed – parents to email or phone the school office. • Allocated drop off and collection times, including protocols for minimising adult to adult contact (e.g. which entrances and gates to use) – staggered arrival and collection times for year groups (every 15 minutes) – one way system in to and out of school (IN – main pathway OUT – children centre gate) – Pupils met by staff and guided in to school (see Bubble Timings doc)

				<ul style="list-style-type: none">• Car park use minimised during drop off and collection times – staff to be made aware of this• Parents reminded not to gather at entrance gates or doors, or enter the site and only attend at the appointed time• Screen for reception office installed• No entrance into the office for non-office staff – only two admin staff in the office area at one time• No hand shaking / hugging of pupil's, staff and visitors• Accessing of classrooms to be directly from outside where possible – downstairs classrooms to use outside door to access playtimes and to visit the KS1 toilets• Minimal movement of groups / individual along corridors - any pupil leaving the classroom to be accompanied by an adult – all children and adults to walk on the lefthand side of the corridor and if passing anyone else to do so quickly with heads turned away• Minimise contact and mixing of different children and adults – pupils to be in a group (Bubble) of less than 15 pupils with one teacher, one LSA and one SMSA and different groups are not to mix – where numbers, space and staff will allow groups will be less than 10.• Teachers and other staff that are assigned to each class/group, as far as possible, to stay the same during the day and on subsequent days – Monday to Thursday groups to keep the same teacher, LSA and SMSA. Key worker groups – in on Friday will have a different teacher and LSA (and these staff will not work with any other group)• Wherever possible pupils to use the same classroom or room with named desks/plan of each classroom with a thorough cleaning of the rooms afterwards – Reception in three reception classrooms (21 children returning) / Year 1 in three year 1 classes (numbers to be confirmed) / Key worker groups in two end
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				<p>classrooms on lower corridor / Year 6 to use upstairs classrooms (when they return)</p> <ul style="list-style-type: none">• Classrooms to be organised so tables are placed individually at a two metre distance – resources that pupils should not use to be removed or covered / blocked off where possible• If space becomes limited school will prioritise groups of pupils returning as per available guidance• Staff to consider which lessons or classroom activities can take place outdoors – need to ensure not all classes are outside at the same time and to share outside spaces• Staggering breaks times to ensure that corridors or circulation routes used have a limited number of users at the same time – each group has been allocated and outdoor space and time for break and lunchtime (see Bubble Timings doc)• Number of pupils and staff to use the toilet at one time to be limited – staff to accompany pupil to and from the toilet and to check toilet is free / Pupils to use toilets in own building – Reception classes to use toilets attached to their room (divider used to split the shared toilet in two) / Key worker groups and Year 1 groups to use KS1 toilets – staff and children to exit classroom by outside door, walk down side of the building and entre the toilet from the very end door and then return this way / Year 6 to use KS2 toilets (when they return)• SMT to monitor and manage social distancing• Rooms to be cleaned regularly – in particular after lunch, after school and thoroughly on Friday when school is closed to Rec, year 1 (and year 6) / Classes to have own cleaning materials for any cleaning needed throughout the day• Where possible, all spaces to be well ventilated using natural ventilation (opening windows / outside doors)• Rooms doors to be left open, where possible to limit use of door handles and aid ventilation
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				<ul style="list-style-type: none"> • Occupancy to be limited in staff offices and staff rooms and communal rooms – no more than 2 admin staff in reception at one time, max 6 people in the staff room, max 3 people in the downstairs kitchens, one person in each toilet area at a time (signs on door to indicate occupied / vacant) • Lunch breaks to be staggered, groups will be kept apart and tables to be cleaned afterwards. Pupils will bring packed lunch or have a packed lunch from the kitchen and these will be eaten in their classroom. Pupils will then have play outside in their allocated play space. Each Bubble will have their own SMSA who will mind them during the lunch break. Where possible there will be a floating SMSA (or two) who will clean tables and guide children from Bubbles who need the toilet (See Bubble Timings doc) • Staggered meal breaks for staff in line with their Bubble’s lunch break / other staff to stagger timings amongst themselves – staff to follow guidelines on maximum numbers of staff in communal areas • Stagger intake of year groups to ensure each year group is settled and routines in place before next year groups comes in – Key workers continue followed by reception, then year 1 and next year 6. Further year groups to come in following further guidance from the DfE and only if space and staff allow. Nursery to stay closed as three out of five staff are not able to be in work • No breakfast club will be run – early drop off will by special arrangement for key worker children only – children will be assigned their own table with a few easy to clean toys. Pastoral team to watch these pupils.
	Management of contractors	Increased risk of Covid-19 spread with unknown people	Contractors Pupils Staff	<ul style="list-style-type: none"> • Pre-work contractor briefings to ensure all are aware of measures/restrictions in place • Only essential contractors in the school building • Work to take place outside school hours where available • Deliveries to be scheduled where possible • Contractor staff to have their own lone working contact and monitoring procedure in place

3	<p>Personal health/hygiene measures</p>	<p>Poor hygiene Increased risk of Covid-19 spread Direct transmission Indirect transmission</p>	<p>Staff Pupils Contractors Visitors</p>	<ul style="list-style-type: none"> • Clear communication of all necessary measures – may include emails, notices/posters, verbal briefings – visual posters for younger pupils years • Staff, pupils and visitors to wash hands upon entering school grounds • Regular hand washing to be imposed and staff to monitor and enforce pupil regular hand washing • School to ensure good supply of hand soap and paper towels at all times • Hand sanitiser to be made available at entry points and classrooms where available • School to promote the ‘catch it, bin it, kill it’ approach with staff and pupils and follow guidance on respiratory hygiene • Use e-Bug and PHE schools resources to teach pupils and support parents about Covid-19(Covid-19:guidance for education settings) • Support to be available for pupils who have trouble cleaning their hands and toileting independently • Cleaning materials and protective equipment (sanitiser, wipes, gloves, masks) to be made available for all rooms in use • Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, to be cleaned more regularly than normal • Unnecessary items, soft furnishings, soft toys and toys that are hard to clean to be removed from classrooms and rooms • Limit the amount of shared resources (e.g. stationery) in each group – pupils are not to bring toys, book bags or back packs to school – each pupil to have their own stationery pack and resources eg. scissors, glue, mini whiteboards and pens – resources should not be shared between groups (and if they have to be they should be thoroughly cleaned before passing them on)
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4	<p>Contact point activities</p> <p>Outdoors activities</p> <p>Assemblies</p>	<p>Surface contamination</p> <p>Increased risk of Covid-19 spread</p>	<p>Staff</p> <p>Pupils</p> <p>Contractors</p>	<ul style="list-style-type: none"> • Halls and internal and sports facilities for activities and exercise to be used at half capacity and to follow social distancing measures / staggered use – where possible these areas will not be used – if they are a thorough clean will be needed between groups • Limited use of library / computer suite by small groups - where possible these areas will not be used – if they are a thorough clean will be needed between groups • Outdoor equipment eg. climbing frames , trim trail, gym equipment will not be used where possible – if they are a thorough clean will be needed between groups • No assemblies to be conducted • Thorough cleaning of toys and other play equipment which pupils are in regular contact with and in between groups – where possible groups will keep their own equipment / resources • Increase focus cleaning on touch points – bannisters, light switches, door handles, tables, chairs etc • Cleaning materials and protective equipment made available for staff to thoroughly clean work areas prior to use • Ensuring extremely high levels hygiene for any food making / tasting – use of Kitchen area for class groups out of bounds • Cleaning to follow the COVID-19: cleaning of non-healthcare settings guidance • Cease hand shaking / hugging of pupils, staff and visitors
5	<p>Staff and pupils with greater susceptibility (Shielded - clinically extremely vulnerable pupils and staff - underlying medical</p>	<p>Greater risk of contracting Covid-19</p>	<p>Staff</p> <p>Pupils</p> <p>Contractors</p>	<ul style="list-style-type: none"> • Pupils (0 to 18 years of age) and staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions will not attend school - follow guidance available from PHE on shielding and protecting people who are clinically extremely vulnerable for staff, pupils and contractors • Pupils (0 to 18 years of age) and staff who live with someone who has been classed as clinically extremely vulnerable due to pre-existing medical conditions will not attend school - follow guidance available from PHE on shielding and protecting people who are clinically extremely vulnerable for staff, pupils and contractors

	conditions - pregnancy - age - BAME or other risk category)			<ul style="list-style-type: none"> • Continual monitoring for any changes in personal health of any staff working and pupils • Monitor changes in guidance (e.g. for protection of BAME background individuals), and adjust strategy as and where necessary • Clinically vulnerable individuals who cannot work from home or intend to return to work must carefully assess and discuss with line management whether this involves an acceptable level of risk-should the level of risk be unacceptable, or medical advice is to remain at home they should not return to work – where members of staff in this group can, they will work from home particularly where their roles involves close contact with pupils eg. SMSAs, teachers, LSAs • All staff to complete the staff declaration form to inform SLT if they are clinically extremely vulnerable, clinically vulnerable or living with someone who is clinically extremely vulnerable – letters to be sent to these staff to confirm if they will expected in school or not • Staff who must work at home and staff at home as they wait for their year group to return, will continue to set home learning, check in with classes and offer feedback to pupils. These staff will also be reassigned to classes where teachers are now teaching in school. Adjustments will be made as more year groups return to school
6	Suspected or confirmed Covid-19 cases amongst	Increased risk of Covid-19 spread	Staff Pupils Contractors Visitors	<ul style="list-style-type: none"> • School will remain open only for those children eligible to attend • Access will be restricted to school for only essential staff and visitors • Pupils, parents, carers or any visitors, such as suppliers, are not to enter the school if they are displaying any symptoms of coronavirus • Staff, parents and pupils must immediately notify the school of suspected and confirmed cases in their family • Pupils and staff member who develop symptoms compatible with coronavirus (COVID-19), should stay at home or be sent home and advised to self-isolate for 7 days and arrange to have a test to see if they have COVID-19. Their fellow household members should self-isolate for 14 days • Staff and pupils who become unwell with a new, continuous cough, a high temperature or a loss of taste and smell in the premises, will be sent home and

	<p>pupils, staff and household</p> <p>Asymptomatic Covid-19 cases</p> <p>Display of Covid-19 Symptoms</p>			<p>advised to take note of the PHE advice on self-isolation periods. The ill person will be segregated until they leave the site and then the isolation area will be thoroughly cleaned – one end of the dance studio</p> <ul style="list-style-type: none"> • All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus (COVID-19), and are encouraged to get tested in this scenario. • 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 will 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. If this happens the classroom used by that group will be closed for 72 hours and advice will be sought from PHE about thorough cleaning and disposal of contaminated waste. • Contact parents and provide general information about sickness etc. and the key next steps such as closure of a class, school or maintaining services open • As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England’s local health protection teams will conduct a rapid investigation and will advise schools on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.
7	<p>Cleaning</p>	<p>Poor cleaning Contaminated surfaces Increased risk of Covid-19 spread</p>	<p>Staff Pupils Contractors</p>	<ul style="list-style-type: none"> • Additional cleaning to be arranged and planned with cleaners – all cleaning staff who can work will be scheduled to work - increased cleaning regime – during the day / after school and during school closure each Friday • Prioritise cleaning of rooms that are in use and increased focus on cleaning of touch points – limit the number of rooms used by groups so efforts can focus on

				<p>through cleaning of areas used by children and staff – new building and upstairs corridor will not be used initially</p> <ul style="list-style-type: none"> • All offices and classrooms to have gloves / masks / sanitisers and wipes • Increased level of enhanced cleaning of relevant areas • Sufficient time enabled for thorough cleaning each day with staff asked to leave site by 4pm to enable uninterrupted cleaning to take place • Thorough cleaning planned for half term in preparation for wider school opening – in rooms to be used by incoming year groups • Cleaning to follow the COVID-19: cleaning of non-healthcare settings guidance
8	<p>Use of PPE</p> <p>Use of facemasks / face coverings</p>	Increased risk of Covid-19 spread	Staff Pupils	<ul style="list-style-type: none"> • Ensure sufficient supply of protective equipment for additional cleaning duties • Ensure PPE is worn correctly • Reusable PPE will be name marked • Face coverings or face masks where instructed to be used for specific clinical reasons eg. first aid, intimate care or close supervision of a child. • Wearing a face covering or a clinical face mask is not recommended in education settings unless needed for the reasons stated above • PPE equipment purchased (some still to arrive) and resources also provided by the LA
9	Transport arrangements	Increased risk of Covid-19 spread	Staff Pupils	<ul style="list-style-type: none"> • Parents and pupils to be encouraged to walk or cycle to school where possible • Parents to take bikes and scooters home • School, and staff to follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning travel to and from school
10	Teaching staff sickness and shortages	<p>Insufficient staff ratio</p> <p>Insufficient supervision</p> <p>Child absconding from school building</p>	Staff Pupils	<ul style="list-style-type: none"> • Ensure minimum staff to pupil ratio is maintained • Settings should prioritise groups of children as per available guidance supporting guidance on protective measures which should be implemented in education settings - stagger intake of year groups to ensure adequate staffing and space available so each intake is settled in a routine before another year group is admitted - Key Worker groups – continue to from 1st June / Reception – 2nd June / Year 1 next – 8th June? / Year 6 - TBD

				<ul style="list-style-type: none"> • Teaching assistants to provide temporary cover for staff shortages, under teacher supervision • SMT to cover shortages where possible • Parents to be notified of any exceptional closures due to insufficient staff cover • Partial closure for certain classes or part time classes if necessary
11	Admin staff and cleaning staff sickness and shortages	Reduced communication Reduced cleaning standards	Staff Pupils Members of the public	<ul style="list-style-type: none"> • Other staff members to provide temporary cover for admin staff shortages / cleaning staff shortages where necessary • Encourage parents to only contact school in the event of an emergency if admin team are low in numbers • SMT to assume health and safety core function
12	Stress and anxiety	Mental health deterioration	Staff Pupils	<ul style="list-style-type: none"> • Monitor signs of stress and anxiety for both staff and pupils • Pastoral team to be in school to support the emotional wellbeing of pupils returning to school (Miss Hinda – Monday / Tuesday Miss Whiting Wednesday / Thursday) • Consider pupils and staff mental health and wellbeing and identify additional need for support • Regular contact and support by line manager for staff • Use of LA support and outside agencies • Obtain support for children with NHS mental health hub/ The Mix and ChildLine • Regular contact of staff at home/under quarantine

13	Managing the needs of pupils with EHCP Complex needs Disabilities Vulnerable	Increased risk of contracting Covid-19	Staff Pupils	<ul style="list-style-type: none"> • Staff and pupil parents/carers to follow medical advice • Constant health monitoring and support on hygiene measures • Individual care plans and 1 to 1 TA care in place where necessary • Schools to follow guidance for special schools, specialist colleges, local authorities and any other settings • Risk assessments in place for EHCP pupils staying at home / Continue with regular check ins of those pupils staying at home • SRP – planned opening for 5 pupils – 2 for two days. 3 for 2 days – therapies for pupils to continue via video whilst at home / Risk assessments in place for pupils who will remain at home / Continue with regular check ins of those pupils staying at home • Vulnerable pupils (under social care) – some pupils already attending school with key workers / Pastoral team (Alice Carroll) liaising with social workers and checking in with families regularly in particular where pupils remain at home
14	DSE	Eye strain Back injury RSI	Staff	<ul style="list-style-type: none"> • DSE assessments and daily self-assessments to be carried out if staff is moved from their regular place of work • Ensure sufficient breaks are taken away from the keyboard/mouse • Line managers to be notified on any concerns
15	Kitchen closure	Poor nutrition Weakened immune system	Staff Pupils	<ul style="list-style-type: none"> • Parents to provide pack lunch if school caterings services are unavailable • School to make alternative arrangements to out-source meals provision and liaise with neighbouring schools – if closure is long term • School to purchase packed lunches if necessary for FSM / UFSM pupils – if closure is long term
16	Security	Security breach Unauthorized access	Staff Pupils	<ul style="list-style-type: none"> • Ensure all rooms that are not in use are adequately secured – eg. new building • Carry out regular monitoring of areas to detect any security breach • Ensure all external doors / windows secured to prevent unauthorised access – particularly at the end of each day as windows and doors should be open during the day for ventilation – staff to shut windows and doors in their room as they leave – cleaners and site team to check as they move around the building

17	School trips School events	Stranded Increased risk of Covid-19 spread	Staff Pupils	<ul style="list-style-type: none"> • The UK Government has advised against all overseas education trips • Follow current DFE/PHE guidance • All trips / events have been cancelled • Liaise with PGL about planned trip in November – update parents once more information is available
18	Safeguarding	Concerns missed with pupils in school and at home	Staff Pupils	<ul style="list-style-type: none"> • Safeguarding policy in place • Covid 19 Safeguarding Annex to policy – agreed with governors – on website – shared with all staff • Staff concerns are reviewed even if staff do not access to online reporting • Liaison with outside agencies • Risk assessments for individual pupils in place • Welfare checks being undertaken by various members of staff – in particular to vulnerable families who still have children at home. • Learning mentors used to contact families at home to check in on them whilst numbers in school remain low
19	Transition	Pupils are not prepared for next stage in education	Staff Pupils	<ul style="list-style-type: none"> • Data collated re: year 6 pupils transitioning to secondary school – year 6 submitted data – Geraldine Nicholson collated and passed onto to secondary schools • Liaison with secondary schools – discussion about transitioning pupils to be managed via phone calls by year 6 teachers, SENCO, Safeguarding lead etc • Transfer of records / paperwork – additional instruction to follow – possible transfer in Autumn term • Online google form prepared to gather information about new starters for September • Reception open day for parents – cancelled / plan to put together a video to give parents an overview of Cherry Lane • New classes / teachers to be prepared in summer term 2 following resignation day – if pupils don't return before the summer – video messages to be used for teachers to introduce themselves to new classes

20	Behaviour	Increased risk of Covid-19 spread	Staff Pupils	<ul style="list-style-type: none"> Annex for Behaviour policy in place Pupils who don't follow rules / spit / need restraining may be told to remain at home – in line with individual risk assessments
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Calculation of risk

With control measures in place – Risk is **Minimal** to **Low**

Governors sign off

The Governing Body formally approve the Risk Assessment as recorded above

Signed (on behalf of the Governing Body) Position Date

 CHAIR OF GOVERNORS 29th May 2020