


Griffe Field Primary School – COVID-19 Primary Staged Opening Risk Assessment

Activity being assessed:	Wider opening of school 8 th June 2020	Location(s) affected:	School premises and grounds	
Person(s) completing assessment:	Emma Mitchell	Date original assessment completed:	25/5/20	
Date of review:	May 28 th following government update.	Review completed by:	Emma Mitchell and SLT	

This risk assessment has been developed on best available scientific guidance and information and should be read in conjunction with the government guidance document; this document cannot be considered to cover every risk and control possible and must be reviewed and made specific by the end user.

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#effective-infection-protection-and-control>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
<i>Contracting COVID-19 from being in the school environment by contact with an infected person</i>	<i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i>	<i>Staff, pupils or visitors who have tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the recommended government period of 7 days; if the individual continues to have a raised temperature, they are required to remain away from school until a normal temperature can be maintained. Staff pupils or visitors living in the same household as a person who have tested positive for COVID-19 are not allowed into the school premises</i>	<i>Re-send clear guidance to all staff and parents/carers of pupils Have a procedure in place to isolate pupils that appear symptomatic on site until collected: Pupils to be sat in the Rainbow Room, staff supervising to wear PPE, surfaces (door handles, light switches etc) to be</i>	<i>EM to resend guidance w/c 01/06/2020 EM-Clear procedure sheet explaining what to do if a child/adult becomes unwell in school. 1/6/20</i>	

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		<p><i>until they have self-isolated for the government period of 14 days. Staff, pupils, and visitors exhibiting signs of COVID-19 as detailed (high temperature and a new continuous cough) are requested to stay away from school until well and asymptomatic; any person arriving at school exhibiting symptoms will be required to return home. If an individual has symptoms, undertakes a COVID-19 test and this is negative, on evidence of the negative test they will be able to return to school.</i></p> <p><u>Government self-isolation guidance</u></p>	<p><i>cleaned with anti-viral after the child has left. This is to be completed straight away by the supervising adult. Cleaning team to be informed at the end of the day so another clean can be completed.</i></p>		
<p><i>Congestion or inability to adequately socially distance when accessing or leaving school grounds</i></p>	<p><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></p>	<p><i>Start and finish times staggered to reduce congestion. Families requested to only send one adult per family group to drop off and collect pupils to reduce potential overcrowding; only children of primary school age or under to accompany adult if it is not possible for them to be at home with another responsible person. Classes/year groups given clear information about gates/times for drop off and collection. For collection, parents to wait on playground at exit points and staff to bring out children to them for</i></p>	<p><i>Entrance and exit doors to be allocated to each family group. (Classroom fire exits will also be used to minimise traffic on the playground.)</i></p>	<p><i>JW-Main entrance path way to be divided in half to create 'in out' system. 2m social distancing posters to be displayed.</i></p> <p><i>EM-Drop off and pick up times and entrance/exits to be</i></p>	

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		<p>collection, once child(ren) and parent/carer reunited, parent/carer requested to leave site immediately by designated gate.</p> <p>Staff advised to arrive by designated time prior to pupil's arrival (contract dependent) and to ensure that they maintain appropriate social distancing within the car park and on pathways.</p> <p>All staff to enter and exit by the main school entrance.</p>		<p><i>communicated to parents and pupils.</i></p>	
<p><i>Congestion or inability to adequately socially distance when pupils accessing or leaving school building</i></p>	<p><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></p>	<p><i>Teachers to walk their designated group into the building either directly into their classroom or via their designated cloakroom in a controlled manner.</i></p> <p><i>Teachers to walk their designated group in a controlled manner directly from their classroom to the playground line up points to be reunited with their parents/carers for collection at the end of the day.</i></p>	<p><i>Staff to have clear guidance about the route they need to take.</i></p>	<p><i>EM to explain the procedure for each room.</i></p>	
<p><i>Ineffective personal hygiene measures</i></p>	<p><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></p>	<p><i>Robust handwashing promoted.</i></p> <p><i>Staff and pupils are requested to wash hands prior to leaving home in the morning.</i></p> <p><i>All staff and pupils must wash their hands for a minimum of 20 seconds with liquid soap and warm water on arrival at school, following use of</i></p>	<p><i>Staff to be issued with a 'hygiene' pack for each classroom/teaching area. Clear instruction and cleaning routine to be communicated with all staff.</i></p>	<p><i>EM to prepare and display additional posters of handwashing procedure in the wash rooms. 1/6/20</i></p>	

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		<p><i>toilet facilities, before eating and after a bout of coughing/sneezing or following outside play.</i></p> <p><i>Staff and pupils encouraged to follow the Catch it, Kill it, Bin it protocol – disposable tissues or toilet tissue is available in classrooms and staff areas and to be immediately placed in a bin or flushed down a toilet following use – used tissues must not be left on desks or other surfaces.</i></p> <p><i>Posters are displayed by sinks to show how to effectively wash hands.</i></p> <p><i>Catch it, Kill it, Bin it posters displayed around the school.</i></p> <p><i>Hand sanitiser available for staff who are unable to leave classrooms whilst supervising pupils.</i></p> <p><i>Hand sanitiser is available but should only be used whereby handwashing is not accessible rather than a general alternative to handwashing.</i></p>	<p><i>Ensure sufficient disposable tissues are available in school.</i></p> <p><i>Display handwashing posters by all sinks</i></p> <p><i>Display Catch it Kill it Bin it Posters around school</i></p> <p><i>Ensure sufficient hand sanitiser is available in classrooms, staff toilets, staffroom, and photocopier room.</i></p>	<p><i>SBM and EM to ensure that products are sufficient.</i></p> <p><i>27.05.2020</i></p>	
Possible contamination in reception areas and office	<p><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></p>	<p><i>Parents are not currently allowed into reception area without an appointment.</i></p> <p><i>Parents/carers advised to contact school by phone if they need to speak to a teacher or member of SLT and meetings will be arranged and accommodated either outside or in a planned manner within the building.</i></p> <p><i>Staff to pass through reception one at</i></p>	<p><i>Front office door to be shut as usual. The window for talking to visitors through to be kept shut.</i></p> <p><i>Mark out an areas on the floor for parents to staff to ensure social distancing for office team.</i></p>	<p><i>Parent letter needs to contain what to do if parents want an appointment.</i></p> <p><i>01/06/20</i></p>	

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		<p>a time (unless residing in same house).</p> <p>Due to office size, layout and limited space, non-office-based staff are not to enter the office area, requests to be made from the doorway.</p> <p>Office staff to work at their designated desks to avoid shared equipment and to be responsible for regular cleaning of IT and phone equipment using antibacterial cleaning materials.</p>	<p>Re-organised work spaces in the main office to ensure social distancing for office team.</p> <p>No face to face meetings with parents, telephone meetings only.</p>	<p>EM- 27.05.2020</p>	
<p>Possible contamination within classroom/teaching and learning spaces</p>	<p>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</p>	<p>Classrooms with external door direct to the outside to be used where possible.</p> <p>Classrooms and learning spaces to be assessed to determine the maximum number of pupils that can be accommodated to enable adequate social distancing (SFAIRP).</p> <p>Outdoor learning to be considered and undertaken maintaining social distancing.</p> <p>Desks and chairs positioned at suitable distances apart or marked as not to be used.</p> <p>Pupils to be given their own designated desk to minimise any potential cross contamination. Soft furnishing such as mats/beanbags and cushions removed from all classroom and learning areas.</p>	<p>Create a list of rooms with maximum occupancy levels</p> <p>Reorganise new classrooms being prepared for re-opening.</p> <p>Remove all non-essential equipment.</p> <p>Allocate a space to store furniture and equipment not in use.</p>	<p>JW-Deep clean to be completed of classrooms currently being used. 26-29TH May</p> <p>EM with class teacher to organise classroom areas (28th/29th May 2020)</p> <p>Teachers have volunteered to organise and sort teaching</p>	

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		<p><i>Soft toys removed from all classroom and learning areas.</i></p> <p><i>Pupils will have individual equipment eg. pens, pencils, ruler, and any other essential equipment to learning.</i></p> <p><i>Use of communal equipment will be avoided where possible, any shared equipment and toys being used will be cleanable and disinfected prior and after use.</i></p> <p><i>Resources available will be limited to what is essential for use of a daily basis and planned in advance.</i></p> <p><i>Computer keyboard/mouse, touch screens/interactive whiteboards only to be used by lead teacher/staff member in the classroom.</i></p> <p><i>Weather permitting windows to be opened to provide fresh air to be circulated within classroom and learning areas.</i></p> <p><i>Light switches, windows, and blinds only to be operated by lead teacher/staff member in the classroom.</i></p>	<p><i>Teachers and teaching assistants will be responsible for the cleaning of equipment and resources in their designated teaching space.</i></p>	<p><i>spaces</i> <i>28th/29th May</i> <i>(socially distancing.)</i></p> <p><i>EYFS team to carefully consider and organise usable and cleanable resources.</i></p>	
<p><i>Possible contamination from use of toilet/welfare facilities</i></p>	<p><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></p>	<p><i>Staff to only access toilet areas one at a time, red and green card system on outside door to show whether occupied or not.</i></p> <p><i>Pupil classes will have set toilets designated for their use.</i></p> <p><i>Pupils will be monitored in their use</i></p>		<p><i>EM-Sort card system</i></p>	

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		<p><i>of toilets to maintain social distancing – younger pupils will be supervised to toilet areas; Yr. 6 pupils will be remotely supervised to ensure groups of pupils do not access toilets at the same time.</i></p> <p><i>Staff and pupils must wash hands thoroughly after using toilet facilities (see handwashing).</i></p> <p><i>Sufficient liquid soap will be available at all times in all toilets, this will be checked daily by cleaners and will be topped up in between if required. Only liquid soap is permitted in school.</i></p> <p><i>Hand drying will be with disposable towels only, hand towels have been removed.</i></p> <p><i>Bins in toilets will be emptied daily and this will be reviewed with emptying increased more frequently if required.</i></p>	<p><i>Ensure that there are sufficient stocks of soap available</i></p>		
<p><i>Possible contamination from inadequate social distancing or cross contamination of equipment at Break times or during external learning activities</i></p>	<p><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></p>	<p><i>Break times staggered with staff and pupils allocated specific break times and areas to be accessed.</i></p> <p><i>Fixed external play equipment to be taken out of use,</i></p> <p><i>Only hard equipment that can be sanitised prior and after use to be available to pupils</i></p> <p><i>Activities considered to promote social distancing during break</i></p>	<p><i>Develop plan depending on number and size of playgrounds, fields etc. designate/zones/times and supervisions ratio's</i></p> <p><i>Decide who will be responsible for the cleaning of equipment and resources used and</i></p>	<p><i>EM- Break time rota to be introduced 8TH June 2020</i></p>	

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		<p>periods. Staffing ratios assessed and determined – see plan If pupils are eating, hands to be washed (<i>see handwashing</i>). After external activities – staff and pupils to wash hands (<i>see handwashing</i>).</p>	<p>what cleaning products will be used i.e. Spray disinfectants, diluted Milton solution etc.</p> <p>Develop an additional ‘staffroom’ space in the Group Room to ensure staff have an area to safely relax.</p>	<p><i>Purchase additional Milton fluid</i></p> <p><i>Organise additional staffroom space 29th May 2020</i></p>	
<p>Possible contamination from inadequate social distancing or cross contamination of equipment</p>	<p>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</p>	<p>Lunchtimes staggered with staff and pupils allocated specific lunch times and areas to be accessed. Areas used for eating to be set up to maintain social distancing eating (SFAIRP) Pupils supervised to lunch areas, one “class” group at a time. If the same tables are being used by different pupils over lunchtime these will be cleaned with disposable tissue and anti-bacterial hard surface cleaner in between sittings. Pupils to wait in lunch areas until all of “class group” finished before going either out to their designated play areas or back to classroom Fixed external play equipment to be taken out of use, Only hard equipment that can be sanitised prior and after use to be</p>	<p>Consider and develop plan depending on number and size of eating areas, playgrounds, fields etc. designate/zones/times and supervisions ratio’s</p> <p>Middy supervisors to be allocated a family group to minimise additional ‘mixing’.</p>	<p><i>EM-Rota of timings and spaces to be used</i></p> <p><i>KW- rota for midday supervisors 3rd June 2020</i></p>	

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		available to pupils Supervised hand washing of pupils prior to lunch (<i>see handwashing</i>).			
Possible contamination from inadequate social distancing in other communal gatherings - assembly	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	Assemblies will happen in classrooms in individual family groups. The hall will only be used for lunch and PE.			
Insufficient access to first aid	Pupils, staff, visitors, and the general public may sustain greater injury through inadequate support and treatment	Sufficient first aid provisions are in place in line with the schools first aid risk assessment.	Review first aid risk assessment – There will be a qualified first aider on site each day.		
Possible contamination by close contact when providing first aid or care to pupils	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	Disposable gloves are universally recommended to be worn when providing first aid and this should be adhered to. Where it is considered necessary due to the close proximity of care required, disposable fluid resistant surgical face masks and disposable aprons are available and should be worn by staff delivering first aid or providing care.	PPE to be used when providing first aid. (Stored in first aid cupboard with current first aid kit.) PPE in each classroom for any emergency first aid.	<i>Gloves, masks and aprons sourced.</i>	Gloves, masks, aprons already on site.
Possible contamination from a	Pupils, staff, visitors, and the	Symptomatic person should not be on site – see first section.			

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symptomatic person on site	general public becoming infected with COVID-19:	<p>Should a staff member arrive at school or become symptomatic whilst at school they will be required to leave site immediately, if they need collecting, they will sit in a dedicated room, isolated.</p> <p>Should a pupil become symptomatic whilst at school they will be isolated in a room supervised by a staff member who will be required to wear a fluid resistant surgical face mask, disposable gloves and apron for the duration of the supervision, parent/carer will be contacted and required to collect pupil asap. Staff member supervising will then remove all PPE and dispose on into a plastic bag for immediate disposal outside and will wash hands thoroughly – staff member will be given the option to go home and thoroughly shower/change clothes. Government guidance will then be followed</p>			
Insufficient or inappropriate PPE available or misuse of PPE	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p>Disposable gloves and aprons and masks, and aprons available for use as identified required.</p> <p>Where PPE is identified as required for a task it must be worn, for general teaching and pupil supervision in line with government guidance PPE is not recommended.</p>		<i>Gloves, masks and aprons sourced.</i>	

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		<p>Staff will be shown how to put on a face mask.</p> <p>Staff will be shown how to safely remove apron and gloves.</p>			
Inadequate management of circulation areas	Pupils, staff, visitors, and the general public becoming infected with COVID-19	<p>The movement of staff and pupils around the school to be planned and managed when moving to different areas for break times, lunch times and when accessing other areas with unnecessary movement around the school restricted.</p> <p>Whilst it is acknowledged that fire doors play an integral role in school safety, it is currently assessed that key corridor doors will be held open to avoid handle contamination.</p> <p>Fire doors to be closed when pupils leave site.</p>	<p>Left hand side walking on corridors, arrows on the floor to remind pupils and staff.</p> <p>Classroom fire exits to be used as much as possible to reduce traffic in corridors.</p> <p>Class/group teacher responsible for closing fire exits</p>	EM 29 TH May 2020	
Possible contamination from inadequate social distancing/equipment contamination in staff areas i.e. staffroom, staff offices, PPA rooms etc.	Pupils, staff, visitors, and the general public becoming infected with COVID-19	<p>Social distancing measures of 2 meters (SFAIRP) must be observed at all times.</p> <p>Staff not to enter specific offices without invite/prior planning.</p> <p>Within staffroom chairs to be positioned/moved to promote social distancing.</p> <p>Staff to wash hands prior to entering staff room before preparing and food or making drinks.</p> <p>Hand sanitiser to be available in staff room and used before touching any communal equipment such as kettle,</p>		<p>Staff to read this document and to be responsible for their own safety using equipment provided.</p> <p>Hand sanitiser, antibacterial wipes and</p>	

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		<p><i>fridge cupboards dishwasher.</i></p> <p><i>Where shared computers are used for PPA, desk, computer, keyboard, and mouse to be cleaned using antibacterial cleaning materials prior to use.</i></p> <p><i>Windows to be opened to enable circulation of fresh air when occupied, windows to be opened/closed using disposable tissue.</i></p>		<p><i>anti-viral spray to be placed in the staffroom from 1/6/20</i></p>	
<p><i>Insufficient or ineffective cleaning</i></p>	<p><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19</i></p>	<p><i>Cleaners should continue to wear clothing and PPE as determined by their existing risk assessments.</i></p> <p><i>Standard cleaning regimes have been adapted and updated to ensure all areas being used are cleaned daily with all hard surfaces disinfected with suitable antibacterial cleaning products (where appropriate, disposable cloths/tissue to be used for hard surfaces such as desks, bookcases etc) in addition to standard cleaning regimes.</i></p> <p><i>Toilet and washroom areas, food preparation areas and staffrooms are cleaned daily.</i></p> <p><i>Staff are expected to maintain the staffroom clean and tidy during the day, clearing up after themselves and wiping surfaces with antibacterial</i></p>		<p><i>Staff to tidy the room they have been in to ensure that the cleaners have easy access to the desks.</i></p>	

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		<p><i>spray and disposable tissue as they go along.</i></p> <p><i>Areas not in use are closed and locked off so cleaning can be concentrated where required.</i></p> <p><i>Where non disposable cloths/mops are used, cross contamination must be carefully considered, and these must be disinfected daily after use.</i></p> <p><i>Additional cleaning of touch points is taking place daily (all door handles, light switches, and handrails).</i></p> <p><i>All internal bins will be emptied daily to external bins.</i></p> <p><i>In the event of a confirmed or suspected COVID-19 case in the school, government guidelines of additional cleaning will be followed.</i></p>	<p><i>Cleaning of table tops, backs of chairs, light switches and door handles to be completed and recorded every lunch time (when children are not in the room). This will be done in each teaching space by the class teacher and teaching assistant.</i></p>	<p><i>JW- to lock rooms that aren't to be used. 1/6/20</i></p>	
<p><i>Ineffective management of potentially contaminated waste</i></p>	<p><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19</i></p>	<p><i>Standard waste will continue to be managed in line with existing arrangements.</i></p> <p><i>Any waste that is considered to be potentially infected/contaminated will be double bagged before placing immediately in the external bins; this will include any used PPE and any used tissues by persons who are unwell and awaiting collection.</i></p>			
<p><i>Social distancing on school transport services</i> N/A</p>	<p><i>Pupils, staff, visitors, and the general public becoming</i></p>	<p><i>If any schools manage their own school transport -please get in touch or insert your control measures here.</i></p>	<p>N/A</p>		

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	<i>infected with COVID-19</i>				
<i>Ineffective safeguarding measures</i>	<i>Pupils may be more vulnerable during times of uncertainty, stress, or financial strain</i>	<i>School has robust safeguarding measures in place with a Designated Safeguarding Lead who is available. All staff have had safeguarding training. Staff have been reminded of the importance to look out and not changes to "normal" behaviours of pupils and report any concerns immediately</i>	<i>SENCo also available for pupils to support their return to school.</i>		
<i>Stress and anxiety of staff due to uncertainty, changes to working arrangements, changes to home arrangements and concern about contracting COVID-19</i>	<i>Staff may experience higher levels of stress and anxiety Potential increase in incidents of Domestic violence</i>	<i>School have stress and wellbeing procedures in place with staff able to access resources to gain support both via school and externally. Mental health and wellbeing information has been shared with staff. SLT regularly checking on staff and have an open door to discuss concerns. SLT reassuring staff and communicating thoroughly and opening all measures, controls, and arrangements in place to maintain safety (SFAIRP).</i>	<i>Review procedures and support available to staff Display Mental Health Week Poster</i>		
Signature of Senior Leadership Team: Emma Mitchell			Date: 25.05/2020		
Date review required: 1 st June 2020		Date review required: 8 th June 2020	Date review required: 15 th June 2020	Date review required: 22 nd June 2020	