

Whole School Risk Assessment

Location / Site	Insert location and site where activity taking place
WHALE HILL PRIMARY SCHOOL	
Activity / Procedure	Insert name/type of activity or procedure being assessed
SCHOOL RE-OPENING	
Assessment date	Insert date when assessment is being carried out
18/5/2020 – to be updated regularly until re-opening November - reviewed 1.3.2021 - reviewed	

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

Government guidance states for schools states:

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

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

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

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

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

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

Schools and colleges continue to be best placed to make decisions about how to support and educate their pupils during this period. This will include:
Consideration of the pupils’ mental health and well being

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Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the classroom and main office/working areas of school and in meetings resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children to be kept in their year group bubbles. 2. Remove excess furniture to increase space if space. 3. Children keep to their desks when in the room and use the same equipment where possible. 4. Mark out an area for the teacher – 1m distancing at front of room where possible and then a further 2m for the beginning of the children’s positions where possible. 5. Support staff to maintain a safe distance and avoid sitting closely to children; when this has not always been possible extra attention is to be paid to hand washing, surface wiping and the wearing of face masks or face masks with visors. 6. Hands to be washed/sanitised on entry, after break times, before and after eating and when children move rooms. 7. Cleaning log sheet to be displayed in every area and checked throughout the week. 8. Children to their own resources (pencil, pens, rubber and ruler). If other resources are used they need to be cleaned or quarantined between groups. 9. Teachers and or TA are primarily assigned to a year group, and in a few cases where adults are required to move to another bubble for a lesson or break/lunchtime, staff will be expected to adhere to handwashing, surface wiping and social distancing. 10. All children to be sat according to guidance as best as is possible for the size, shape and ventilation of room. 11. Seating plans to be taken and be available on the staff area 12. Ventilation is needed in all working areas of school. 13. Messages to office – children not to be sent on messages to the office or around school. 14. Meetings, where possible, should be held remotely. If not possible, social distancing must be adhered to. 15. Ensure all staff are aware of these procedures and that this risk assessment is shared. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail	

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Identify hazard				about the type and location of controls
<ol style="list-style-type: none"> 1. To only use the toilets for your designated area and year group. 2. Extra Signs in toilet re washing hands 3. Extra soap, toilet paper and hand gel ordered to ensure we do not run out 4. Visual reminders about the importance of handwashing 5. Cleaning log sheet to be displayed in every area and checked throughout the week. 6. Ensure all staff are aware of these procedures and that this risk assessment is shared. 7. The cleaning of toilet areas to be completed before break and lunch (sink areas and door handles) 8. Classroom cleaning checklist to be completed daily 				
Remaining level of risk				Consider level of risk following use of control measures
HIGH	MEDIUM	LOW	NEGLIGIBLE	

Identify hazard				Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Lack of social distancing waiting to enter school and classroom in morning and at the end of the school day resulting in direct transmission of the virus				
Existing level of risk				Consider current level of risk
HIGH	MEDIUM	LOW	NEGLIGIBLE	

Control measures				List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Staggered drop off time available for all children (a window of 15 minutes) across years 1-6 2. Staggered collection times at the end of the day. 3. Parent and staff to wear face coverings whilst on the yard both before and after school. 4. Bubbles to use their entrance and exit only. Year 1 use classroom doors, Year 2- their cloakroom doors, Year 3- their cloakroom door, Year 4 – the hall canopy door, Year 5- the caged area door and Year 6- their cloakroom door. 5. Hands to be washed/sanitised on entry, after break times, before and after eating and when children move rooms. 6. Cleaning log sheet to be displayed in every area and checked throughout the week. 7. Instructions shared weekly re social distancing and school expectations through Parent Mail. 8. Any additional staff will also be on duty to supervise as necessary 9. Staff and pupils will be reminded of social distancing rules – staff briefing if necessary and throughout the day for pupils. 10. Ensure all staff are aware of these procedures and that this risk assessment is shared. 				
Remaining level of risk				Consider level of risk following use of control measures
HIGH	MEDIUM	LOW	NEGLIGIBLE	

Identify hazard				Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus				
Existing level of risk				Consider current level of risk
HIGH	MEDIUM	LOW	NEGLIGIBLE	

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<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Staggered playtimes and lunchtimes with an allocated play areas. 2. Adult supervising groups of children during break and lunch to remain the same. 3. Full first aid kit and PPE supply to be taken in to the allocated areas to administer any first aid treatment that may be required. 4. Staff supervision throughout – actively encouraging and insisting on social distancing between bubbles who are having their break at the same time. 5. Children to wash hands before and after eating at break time 6. Staff and pupils will be reminded of social distancing rules – staff briefing if necessary and throughout the day for pupils. 7. Ensure all staff are aware of these procedures and that this risk assessment is shared. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing when eating lunch resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Lunchtime supervisors attending to supervise a group of children. 2. Children eating their lunch in a designated area for their year group and all tables and counters to be wiped down between each year group sitting. 3. Seating plans to be taken and be available on the staff area 4. Children to sanitise their hands on leaving the hall after eating. 5. Staff to wear appropriate PPE when supporting in and around the hall during lunchtimes, and especially when they are crossing bubbles. 6. Tables and serving areas to be cleaned between bubbles. 7. Staff lunch breaks (see page 6 – green section) 8. Staff and pupils will be reminded of social distancing rules – staff briefing if necessary and throughout the day for pupils. 9. Ensure all staff are aware of these procedures and that this risk assessment is shared. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the corridors resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Children staying in their classroom and accessing outside from the specified door, as mentioned in earlier risk assessment. 2. Messages to office – children not to be sent on messages to the office or around school. 3. One way system is not possible. If two people do meet in a corridor, everyone keeps to their left. 4. Staff not to travel unnecessarily around the building and to be stationed in their classrooms or in the social areas on their staggered break and lunch time. Staff to use email as methods of communication whilst in school and to limit visiting different teaching areas. Staff to limit visiting other classroom bubble areas. 5. Doors to be wedged open where necessary although doors should not be wedged open when they are fire doors. <li style="background-color: yellow;">6. Staff to wear face masks or face masks and visors in communal areas, including when walking around school. 7. Staff and pupils will be reminded of social distancing rules – staff briefing if necessary and throughout the day for pupils. 8. Ensure all staff are aware of these procedures and that this risk assessment is shared. 			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Contact of shared resources resulting in indirect transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Children will each have their own set of stationery and equipment which they will take to each of their sessions (this is the case in most areas) 2. Tables, door handles and other surfaces cleaned regularly (break and lunch). <li style="background-color: yellow;">3. Hands to be washed/sanitised on entry, after break times, before and after eating and when children move rooms. <li style="background-color: yellow;">4. Cleaning log sheet to be displayed in every area and checked throughout the week. 5. Reading books will be able to go home as normal but need to be quarantined for 48 hours before they can be given to another child. 6. Any resources used across bubbles, PE equipment, atlases, iPads etc. need to be either cleaned or quarantined between groups (teams to organise their own system for this) 7. Signing in computer in office to be used via the fob and the screen should not be touched. 8. Staff to be mindful of hygiene procedures at all times. 9. *Y1 also see EYFS risk assessment on accessing shared resources. 10. Ensure all staff are aware of these procedures and that this risk assessment is shared. 			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress of the children			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> Children to be supported by their registration teacher. Ensure all staff are aware of these procedures and that this risk assessment is shared. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress of the staff – including anxiety			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> Thermometer available to allow staff to check their temperature as they arrive on site. If any member of staff presents a temperature of 37.5+ degrees, they will need to follow self-isolation procedures. Online support – staff insurance providers online wellbeing options Staff wellbeing survey (overseen by DHT) – optional to return Staff will continue to use their allocated area for making drinks and heating food, but all use of the staff rooms will be minimised with staff eating and drinking in areas within their own year group. Staff areas (work surfaces, worktops, handles, microwave, shared computers, toilets) will be wiped down after individual use and cleaning wipes will be available to do so in these areas. All staff will use the staff toilets – 1 at a time. The science garden will be available to staff wanting to take an outside break. PPA time spaces will provide social distancing by using the staff room, landing areas and empty classrooms within own year groups. If staff display symptoms at any time during their day, they will inform the additional member of staff as they will need to follow self-isolation procedures. Ensure all staff are aware of these procedures and that this risk assessment is shared. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to close contact with children – 1:1, restraint and general first aid resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. PPE ordered and to be worn when administering first aid and some medications. 2. There will a first aid bag and kit for each bubble which will be kept with a nominated first aider in each team. 3. Disposal of aprons and gloves after use – in clinical waste bag (double bagged). 4. Disposal/cleaning of masks and visors after use – following guidelines. 5. Hands washed after using PPE. 6. Ensure all staff are aware of these procedures and that this risk assessment is shared. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Check soap availability daily (in toilets) and hand gel in classroom stations. 2. Hand gel dispenser at visitor entrance and staff to have their own sanitiser on their person for personal use only or use their classroom dispensers. 3. Open bins removed from classrooms and replaced with lidded bins. 4. Tissues available in every classroom. 5. Hands to be washed/sanitised on entry, after break times, before and after eating and when children move rooms. 6. Teams to plan hygiene times in to their day. 7. Cleaning log sheet to be displayed in every area and checked throughout the week. 8. Washing hands posters replaced in all washing areas 9. Visual reminders of how to wash hands properly, flush toilet, dispose of tissues 10. Reminders how to cough safely (into your elbow) and sneeze in a tissue followed by binning it and washing hands. 11. Procedure agreed for children to wash hands thoroughly 12. Ensure all staff are aware of these procedures and that this risk assessment is shared. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of infection due to cleaning procedures resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> All frequently touched surfaces, handles, toilets and shared equipment will be cleaned each day and throughout the day. Cleaning log sheet to be displayed in every area and checked throughout the week. Soft furnishings and soft / cloth toys will be removed from use in classrooms If a symptomatic person is within the school, the area in which they have been working must be closed down. Staff and pupils would have to move to another area of school (spare classroom) and cleaning staff at the end of the day would perform a deep clean. Plexiglass barriers to be cleaned daily. Ensure all staff are aware of these procedures and that this risk assessment is shared. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> Those who are classed as clinically vulnerable and those living with people who are clinically vulnerable can attend school and work with children or adults adhering to all risk assessments and social distancing. Paediatric First Aiders always on site with appropriate PPE for administering first aid. Ensure all staff are aware of these procedures and that this risk assessment is shared. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
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Risk of site being unsafe

Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. First Aiders on site daily. 2. First aid kits (as appropriate) updated to include: face masks and shields, rubber gloves, aprons, hand sanitisers. 3. A member of the Safeguarding Team is on site every day and, if not, contactable by phone. 4. SENCO on site or contactable by phone. 5. Caretaker and cleaners and office staff working each day. 6. No large gatherings: no assemblies, lunch served in each classroom or outside individually 7. Letter to parents informing them of the expectations regarding drop-off, pick-up, meetings with teachers (by phone or email), office minimise visits 8. Visitors to school will be guided by office staff at a 2m distance and will use hand-gel. 9. Signage for visitors. 10. Essential visits only. 11. Office staff have a plastic screen fitted between desks and also in the main reception for any interactions with visitors. 12. Waiting room furniture will be taken away. 13. Maintenance staff to be briefed before being allowed on site. 14. Site inspection of empty classrooms and outdoor site before reopening. 			

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	

OVERALL level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Assessor's comments	Insert comments relevant to findings as appropriate		
<p>We have endeavoured to minimise risk through controlled measures where possible. Due to fact this risk assessment is for a pandemic, there is still a significant element of the unknown which means that some areas of risk remain medium despite measures.</p>			

Name of assessors	Signature of assessors	Date
Sandra Marsden Melanie Mellor Lyndsay Haith Stephanie Dunn		18.5.20 Nov 2020 1.3.2021

SIGNATURES OF ALL STAFF			
Name	Role	Signature	Date

