



**ALL SAINTS MARSH**

CHURCH OF ENGLAND ACADEMY

## All Saints Marsh 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. 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.

<b>School: All Saints Marsh C of E Academy</b>	<b>Risk Assessor: Mrs Edwards and Trust Health and Safety Lead</b>	<b>Ref: 01/06/20 Phased Reopening</b>
<b>Description of Risk Assessment</b>	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: <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings">https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</a>	

The Red, Amber, Green colours (RAG) indicate 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 requiring the additional measures put in place (e.g extra cleaning duties carried out by staff in school or using the playground on a rota system).

Identified Risk	Measures To Manage and Reduce Risk	Risk after measures in place	Who is Responsible
1.	<p>Entrance and exit to the school site causing large groups of parents inside school grounds and compromising social distancing requirements.</p> <ul style="list-style-type: none"> <li>Stagger drop-off and collection times and use of multiple drop off/collection points.</li> <li>Parents will be directed to bring children to the allocated entrance and queue, maintaining 2m distance.</li> <li>Signage will be clear and there will be a member of staff on duty at each entrance to direct and disperse parents from outside of the school.</li> <li>A member of staff from each pod will ensure that children are escorted safely into class.</li> <li>Parents will be expected to leave immediately after drop off and not arrive too early for collection.</li> </ul>	Amber	Head Senior Leaders Parents
2.	<p>Parents gathering at school gate not adhering to social distancing requirements and risk spreading the virus.</p> <ul style="list-style-type: none"> <li>Plan parents' drop-off and pick-up protocols that minimise adult to adult contact.</li> <li>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).</li> <li>There will be two meter markers outside the school.</li> <li>A member of staff will be on the gates at all times during the drop off and collection points.</li> <li>Markers will be put on the floor to show parents where they must stand with their child at drop off and collection points to ensure everyone can stay 2m apart.</li> </ul>	Red	Head Senior Leaders Parents
3.	<p>Unable to follow social distancing within all areas of the school during the school day and risk</p> <p>The DFE Planning Guide for Primary Schools (14th May 2020)</p> <ul style="list-style-type: none"> <li>Pods to be no more than 15 pupils and 2 adults from Year R to Year 6.</li> <li>Pods will not mix at any time during the day including at social times.</li> </ul>	Amber	All Staff

	spreading the virus.	<ul style="list-style-type: none"> <li>• Desks to be spaced as far apart as possible. Keep plans of seating in rooms and encourage children to sit in the same place when they are in the room.</li> <li>• Younger children, those in Reception, cannot be expected to socially distance or remain at allocated tables, however, staff will encourage children to play more spread out and make good use of outside areas.</li> <li>• Classrooms will be cleared of any items that are not needed or cannot be easily cleaned to ensure both as much space as possible and safety from contamination</li> <li>• Children will only be able to leave the classroom during teaching sessions to use the toilet and this will be 1 child at a time.</li> <li>• Lunch times will be in the classroom to minimise cross contamination.</li> <li>• Use of outside space for play times will be staggered so that pods do not come into contact.</li> <li>• School is split into 2 zones so pods are not using same areas of school.</li> </ul>		
4.	Increased numbers of pupils and staff in shared areas during breaks compromising social distancing between adults and pods.	<ul style="list-style-type: none"> <li>• Staggered break times on a rota basis (1 pod at a time) so each group knows where they should be to avoid cross pod contamination and covered by the adult designated to that group.</li> <li>• Children will be reminded of the need to socially distance at social times.</li> <li>• Children will use designated exit/entrances to the playground and this will be taken into account when planning the staggered times.</li> <li>• 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.</li> </ul>		Head Senior Leaders
5.	Increased numbers of pupils in shared areas during lunchtime compromising social distancing between adults and pods.	<ul style="list-style-type: none"> <li>• Children will remain in their own classrooms/pod to eat their lunch</li> <li>• Use of the playground will be staggered for all groups to access</li> <li>• Staggered lunchtimes and in set groups with handwashing.</li> </ul>		All Staff
6.	Changes to building use being safe for pupils & staff e.g. storage, one way	<ul style="list-style-type: none"> <li>• Each pod will have their own dedicated classroom and cloakroom area.</li> <li>• Soft furnishings or items that are difficult to clean have been removed</li> </ul>		Head Senior

	systems, floor tape.	<p>from the classroom and stored away from the children.</p> <ul style="list-style-type: none"> <li>Some furniture has been removed from classrooms to allow social distancing.</li> <li>All children will be shown the correct route to use to access the toilets whilst maintaining social distancing.</li> <li>Floor tape will mark out safe zones to wait in and move around the school building.</li> </ul>		leaders Premises staff
7,	Staff rooms and offices not able to comply with 2m social distancing for adults and safe working practice.	<ul style="list-style-type: none"> <li>Some shared areas i.e. admin office, will have to operate on a one in, one out basis.</li> <li>Number of people in an area at one time reduced by staggered break and lunch times.</li> <li>Furniture in the staffroom has been moved to allow for social distancing and number of adults in there at one time will be limited.</li> </ul>		All staff
8.	Lack of ventilation and the risk of spreading the virus.	<ul style="list-style-type: none"> <li>Good ventilation will be encouraged at all times with windows and internal doors being opened</li> </ul>		All 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.	<ul style="list-style-type: none"> <li>The completion of staff audits have identified available capacity which was based on the Department for Education planning document that advises on staff to pupil ratios.</li> <li>The priority order of children returning first to school will be: <ul style="list-style-type: none"> <li>* the children of key workers and vulnerable children;</li> <li>* children in EYFS;</li> <li>* children in Year 1;</li> <li>* children in Year 6.</li> </ul> </li> <li>Our risk assessment has identified that we are unable to have wrap around care at this time based on staffing full capacity Year groups.</li> <li>For ASC and Breakfast club to run children attending could not be placed with their cohort and would have to be in a separate pod, this would require having an additional 2 teaching staff.</li> <li>Some staff have been redeployed to other roles, including non-contact with children, following an individual risk assessment.</li> </ul>		All staff
10	Anxiety levels of parent community and staff members resulting in	<ul style="list-style-type: none"> <li>Communication of key information to parents will be regular, clear and detailed.</li> <li>Thorough training on 1st and 2nd June will be given to all staff about</li> </ul>		All staff

	breakdown of staffing ratios, compromising implementation of guidance.	health and safety, key changes to timetabling and rotas and the risk assessment will be visited and revisited. This will ensure high staff confidence.		
11	Contaminated surfaces in classrooms and school building and risk of spreading virus.	<ul style="list-style-type: none"> <li>• Unnecessary and difficult to clean items have been removed from classrooms and stored away from the children.</li> <li>• Surfaces in classrooms and any communal areas to be kept clear for easy cleaning.</li> <li>• There will be regular cleaning of high touch/traffic areas throughout the day. Some staff members will be repurposed to do this.</li> <li>• Teachers instruct and remind pupils to adopt the 'catch it, bin it, kill it' approach for coughs and sneezes.</li> <li>• Clear posters in every pod as well as shared areas and wider site to remind children of hygiene procedures.</li> <li>• All tissues are to be disposed of into a lidded bin, and hands washed for 20 seconds.</li> <li>• Children will be informed not to bring any items except lunch and a water bottle into school.</li> <li>• 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.</li> <li>• Each child will have their own set of writing equipment which will be stored in a transparent zip wallet.</li> </ul>		All staff
12	Using play equipment and the risk of spreading the virus.	<ul style="list-style-type: none"> <li>• Equipment can only be used if it can be appropriately cleaned using the correct chemical between groups of children and only one group at a time.</li> <li>• Outdoor play equipment - climbing frame - will be cleaned daily and after each pod use.</li> <li>• 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 by the children and should be stored away from them.</li> </ul>		All staff
13	Lessons or activities to take place outdoors in line with social distancing and	<ul style="list-style-type: none"> <li>• Staff will decide which lessons or classroom activities can take place outdoors and refresh risk assessment.</li> <li>• The only outdoor space we can access safely will be the enclosed</li> </ul>		All staff

	reduce risk of spreading the virus.	<p>playground. This will be done on a rota system with 3 half hour slots throughout the day to encourage fresh air and physical activity for children sat at desks throughout the day.</p> <ul style="list-style-type: none"> <li>• There will need to be an awareness of any areas that are shared so that cleaning between pods use can be facilitated..</li> </ul>		
14	Shared resources and equipment in the classrooms and outdoor spaces, increasing risk of spreading the virus	<ul style="list-style-type: none"> <li>• All classes will be cleared of any unnecessary items.</li> <li>• Staff will prevent the sharing of stationery and other equipment where possible.</li> <li>• Children will have their own set of high use items, at their table.</li> <li>• If any resources need to be shared, they will be wiped down and cleaned after each use.</li> <li>• Any equipment where staff cannot maintain the cleaning will be stored.</li> <li>• All difficult to clean objects such as soft toys, soft furnishings and toys/equipment with intricate parts will be removed.</li> <li>• In Reception and Year 1 there will be some learning resources with smaller parts. These will be soaked in milton and water overnight to sterilise before morning.</li> </ul>		All staff Parents
15	Cleaning staff and hygiene contractors capacity - providing additional requirements associated with cleaning.	<ul style="list-style-type: none"> <li>• The site supervisor will complete a thorough end of day cleaning of each room/area being used alongside regular cleaning of areas throughout the day.</li> <li>• Some staff have been redeployed to support cleaning routines throughout the school day</li> <li>• Senior leaders will monitor the standard of cleaning throughout the school day</li> </ul>		All staff
16	Sufficient handwashing facilities for staff and pupils to ensure all adhere to government guidance.	<ul style="list-style-type: none"> <li>• Throughout the day, children will wash their hands multiple times using warm water and soap.</li> <li>• Hand sanitiser will also be based in all classrooms for use throughout the day</li> <li>• Hand sanitiser will be used at drop off points on entry into the school.</li> </ul>		All staff Parents
17	Additional time for staff and pupils to carry out handwashing requirements.	<ul style="list-style-type: none"> <li>• Time for frequent hand cleaning is built into every part of the school day in line with the Government guidance .</li> <li>• Hands will be washed; <ul style="list-style-type: none"> <li>- on entry into school at the start of the day</li> <li>- before and after handling and eating food.</li> </ul> </li> </ul>		All staff

		<ul style="list-style-type: none"> <li>- after using the toilet</li> <li>- after being outside at playtimes, lunchtimes and after outdoor activities</li> <li>- after coughing, sneezing and blowing noses</li> <li>- by staff also after cleaning</li> <li>- by staff, also after dealing with any first aid/illness cases.</li> </ul>		
18	Handwashing practice with children to reduce the risk of spreading the virus.	<ul style="list-style-type: none"> <li>● The Government guidance on hand washing will be followed at all times.</li> <li>● Young children and those with additional needs will be helped to wash their hands..</li> <li>● Hand sanitiser will be available in each classroom and at all entry points to the school for regular use.</li> <li>● Handwashing posters will be displayed in toilets and by classroom sinks and will be referred to.</li> <li>● Teachers will use 'ebug' resources.</li> <li>● Parents need to reinforce handwashing</li> </ul>		All staff
19	Sufficient supplies of soap, hand sanitiser and cleaning products in place at all times.	<ul style="list-style-type: none"> <li>● There is a sufficient supply of all required hand sanitiser and cleaning products.</li> </ul>		Premises staff
20	Toilets being overcrowded at key points in the day.	<ul style="list-style-type: none"> <li>● Visiting the toilet will be on a 1 in 1 out basis in order to maintain social distancing.</li> <li>● Children will wash their hands thoroughly upon leaving the toilet.</li> <li>● Use of an additional toilet in the Y2-6 zone.</li> </ul>		All staff
21	Staff Health and Mental wellbeing being compromised.	<ul style="list-style-type: none"> <li>● Staff audit has been undertaken.</li> <li>● Staff will remain with their pod throughout the teaching day and additional staff will not be able to release teachers. To meet contractual planning, preparation and assessment time, the school will need to close every Friday lunchtime at 12pm</li> </ul>		All staff
22	Staff who are in the government defined "Clinically Extremely Vulnerable" category..	<ul style="list-style-type: none"> <li>● Parents must follow medical advice if their child is in this category and remain at home.</li> <li>● Staff within this category have been instructed to remain at home; this has been factored into the staffing capacity.</li> </ul>		All staff Parents

23	Staff who are in the government defined "Clinically Vulnerable" category.	<ul style="list-style-type: none"> <li>• Pupils within this category are advised to remain at home. No repercussions are in place for non attendance during this time.</li> <li>• Staff within this category will be assessed on an individual basis, using the DCC staff individual risk assessment template.</li> </ul>		All staff Parents
24	Risk to Children with EHCP.	<ul style="list-style-type: none"> <li>• Individual risk assessments will be completed before deciding on attendance or what additional control measures need to be introduced.</li> </ul>		All staff Parents
25	Pupils not following guidance.	<ul style="list-style-type: none"> <li>• Clear expectations of children will be communicated to parents, staff and children which will be cascaded through pods.</li> <li>• Staff will regularly revisit rules and responsibilities as well as talking about responsibilities for all to keep each other safe.</li> <li>• High staff ratios have been planned by the school.</li> <li>• Senior leaders will be informed of any breach of the behaviour policy as soon as it is safe to do so and safety needs have been prioritised.</li> <li>• Staff training on 1st and 2nd June will ensure that staff are confident with the expectation and strategies to use to support this.</li> <li>• Children, who are at risk of not following guidance or do not follow guidelines during the day, will be individually risk assessed and use of exclusion per the behaviour policy could apply.</li> </ul>		All staff Parents
26	Member of a class showing symptoms associated with with COVID19	<ul style="list-style-type: none"> <li>• 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.</li> <li>• If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li> <li>• Parents will be contacted immediately to collect their child.</li> <li>• Staff training and risk assessments have been carried out.</li> </ul>		All staff Parents
27	Staff or pupil testing positive for COVID 19 after being in school	<ul style="list-style-type: none"> <li>• When 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.</li> </ul>		All staff Parents



		<ul style="list-style-type: none"> <li>Where the child 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.</li> </ul>		
28	Staff understanding new changes to guidance related to safe practice at work & in the classroom. Teaching in a safe environment	<ul style="list-style-type: none"> <li>Staff training on 1st and 2nd June will ensure that staff are confident and understand the Risk Assessment. .</li> <li>Full PPE will be used by allocated first aider.</li> </ul>		All staff
29	Accessing testing arrangements are clear for all staff	<ul style="list-style-type: none"> <li>Access to testing is already available to anyone with symptoms and key workers.</li> </ul>		All staff Parents HR
30	Conditions for use of face coverings or other PPE equipment when dealing with a symptomatic child are clear and understood by staff.	<ul style="list-style-type: none"> <li>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. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li> <li>Staff training on 1st and 2nd June.</li> </ul>		All staff
31	Routine use of PPE	<ul style="list-style-type: none"> <li>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.</li> <li>Stocks of PPE have been ordered.</li> </ul>		All staff
32	Safe travel to school	<ul style="list-style-type: none"> <li>Parents and children will be encouraged to walk or cycle to school</li> </ul>		Parents

	without crossing patrols	<p>where possible, reducing the movement of vehicles around school entrances.</p> <ul style="list-style-type: none"> <li>Public transport is to be avoided unless essential as difficult to maintain social distancing.</li> <li>When approaching the entrances and crossing the road, parents ensure that a 2m distance is kept between adults, children and the crossings.</li> <li>Children should be accompanied by an adult at all times.</li> </ul>		
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.	<ul style="list-style-type: none"> <li>Food suppliers are continuing to operate, with 'No contact' delivery of supplies.</li> <li>Menus will be offered based on the availability of ingredients but may need to be altered to accommodate staffing issues. This will initially be for universal school free meals and benefit-related free school meals. A picnic bag will be provided until further notice and will be stored appropriately.</li> <li>Lunch timetables will be staggered to support the social distancing of the small groups.</li> </ul>		All staff
34	Catering staff not able to operate in a safe environment.	<ul style="list-style-type: none"> <li>Social distancing within the kitchen is only possible with restricted access.</li> <li>Access to the kitchen will be prohibited</li> </ul>		All staff
35	Visitors: parents, contractors, staff and visitors entering school complying with external requirements for staff safety.	<ul style="list-style-type: none"> <li>Parents, carers or any visitors, such as suppliers, are not to enter the school if they are displaying any symptoms of coronavirus.</li> <li>Only pre-arranged visits from contractors, social workers and other professionals will be allowed on site.</li> </ul>		Parents All staff All visitors
36	Suppliers understanding and complying with new	<ul style="list-style-type: none"> <li>New arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours</li> </ul>		Head

.	arrangements.			Senior leaders Admin staff
37	Poor or lack of communications to parents and staff regarding measures and arrangement.	<ul style="list-style-type: none"> <li>Regular communication (via text messaging, emails, letters and the website) will be continued.</li> <li>Staff will have regular meetings.</li> </ul>		All staff
38	Parent aggression to staff and others due to anxiety and stress of the situation.	<ul style="list-style-type: none"> <li>Staggered drop off and collection times will be communicated to parents as well as protocols for minimising adult to adult contact.</li> <li>Staff will follow the policy: dealing with violence, threatening behaviour and abuse following any incidents of parental aggression.</li> </ul>		All staff
39	Spread of virus due to increased numbers of people within the building	<ul style="list-style-type: none"> <li>Only one adult to accompany their child to the school gate where possible.</li> <li>No one unnecessary is allowed on site.</li> </ul>		Parents Admin All Staff
40	Increased Safeguarding risks associated with lack of attendance.	<ul style="list-style-type: none"> <li>Attendance registers will be taken on a daily basis with numbers reported to the Department for Education.</li> <li>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.</li> <li>Safeguarding concerns will continue to be dealt with as usual by the DSL and supported by Children Services.</li> </ul>		All staff Admin DSL
41	Staff unsure of emergency procedures and new muster points whilst adhering to social distancing.	<ul style="list-style-type: none"> <li>Staff to be reminded of the evacuation procedures and instructed to read the evacuation policy, available in the staff portal.</li> <li>In emergency situations, the priority is to ensure that the building is evacuated to the muster point.</li> <li>Any changes to the emergency procedures will be disseminated to all staff at the academy.</li> </ul>		All staff

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.	<ul style="list-style-type: none"> <li>• The risk of spread has been considered and actions will be taken in line with the government guidance.</li> <li>• Actions have been implemented as far as is reasonably practicable.</li> <li>• An informative letter to Parents/Staff/Media has been drafted for the event of an outbreak within the Academy, enabling swift communication were it to be needed.</li> </ul>		All staff
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.	<ul style="list-style-type: none"> <li>• Use of IT equipment should be reduced as much as possible, (in line with risk number 11).</li> <li>• All users of IT equipment should wash their hands immediately before and immediately after use of any device.</li> </ul>		All staff
44	Ability to offer Breakfast Club and After School Club whilst maintaining compliance with distancing and requirements of pods.	<ul style="list-style-type: none"> <li>• Based on government guidelines on required staffing and numbers of children we are unable to have wrap around care based on the full capacity of the allocated Year groups in school.</li> <li>• For After School Club and Breakfast club to run, we would require having additional staff to maintain additional pods.</li> </ul>		Head Senior leaders Parents
45	Increased risk to BAME (Black and minority ethnic ) staff and pupils.	<ul style="list-style-type: none"> <li>• Further government guidance is required.</li> <li>• Parents are to make their own decision on keeping children at home if they meet this criteria.</li> <li>• Individual staff risk assessment on a case by case basis</li> </ul>		All staff Parents