



## COVID-19 Risk Assessment - Classroom

<b>School name</b>	Hunnyhill Primary School		
<b>Assessment carried out by (name/role)</b>	Mrs Lisa Steedman – Headteacher Mr Barry Grant – H&S Governor Mr Darren Mursell – Staff Governor & Site Manager		
<b>Date of assessment</b>	05.07.20 <u>updated 18.08.20 16.09.20 06.11.20 02.01.21 18.01.21 24.02.21</u>	<b>Date of next review</b>	<u>08.03.21</u> <del>10.09.20</del> or sooner if guidance changes

<b>Hazard identified</b>	<b>The spread of Covid-19 coronavirus</b>
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Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Parents</li> </ul> Risk of contracting Covid-19 and risk of transmission to others  Heightened risk for those in vulnerable groups (clinically vulnerable or	Minimising contact with individuals who have coronavirus symptoms (or have someone in their household who does)	<ul style="list-style-type: none"> <li>Whole year groups in 1 pod.</li> <li>Each pod will have contact with Teacher, TA, specialist support, Sports, Computing teacher &amp; MSA. Guidance given from DFE of reducing spread of CV.</li> <li>Staff flow chart given put to all staff explaining procedures for staff or pupils who fall ill.</li> <li>Isolation room set up in small office in Hunnyhill Room. Disabled toilet adjacent to the hall. Deep clean after use.</li> </ul>	Establish with individual teams and teachers how they are planning to use adults.   Send to all staff & Display in staffrooms.	LS          LS	<del>Aug-20</del>	Done   <u>Done</u> <u>Updated</u> <u>Feb 21</u>

extremely clinically vulnerable) update on <u>Jan 2021</u> <sup>st</sup> Aug 20		<ul style="list-style-type: none"> <li>Staff and pupils must not enter other classrooms or areas of the school that are not allocated.</li> <li>Staff who are classed as extremely clinically vulnerable to mark out areas within the classroom with floor tape to establish teacher only areas.</li> <li>Pupils toys and personal belongings must not be brought in from home. Pupils with additional needs may have sensory or learning equipment that may need to go from school to home. This needs to be written in their personal risk assessment.</li> <li>The computing suite must not be used without prior permission from PG.</li> <li><u>All computers must be cleaned after use.</u></li> <li><u>Staff to wear face coverings if talking to parents at classroom doors or at the school gates.</u></li> </ul>	<p>Establish all staff are clear on their areas within school.</p> <p>Staff have access to pupil personal risk assessments.</p> <p>Staff to communicate with PG</p> <p>Staff</p>	<p>LS</p> <p>Teacher / SENCO / Inclusion lead</p> <p>SLT</p>		<p>Done</p> <p><u>Done</u></p> <p><u>Done</u></p> <p><u>Done</u></p>
	A child or adult shows coronavirus symptoms.	<ul style="list-style-type: none"> <li>Follow flow chart / government guidelines.</li> </ul>				Done
	<p><u>Hygiene measures</u></p> <p>Increased frequency of hand washing for 20 seconds with soap and water (or alcohol hand rub / sanitiser where there is reduced access to</p>	<ul style="list-style-type: none"> <li>Information provided to staff parents on expectations with regard to hygiene measures at school (for staff and pupils on site), including washing hands on arrival, before/after eating, break times, moving rooms and after sneezing/coughing;</li> <li>Provision of liquid hand soap and gel and disposable paper towels instead of hand dryers (where practical) in toilets and regular checking of supply; Gel at least 60% alcohol.</li> </ul>	<p>Send to all staff &amp; Display in staffrooms.</p> <p>Site Manager to supply toilets with hand towels where dryers are fitted.</p>	<p>Site Manager</p>	<p><u>Jan 21</u></p> <p><u>July 20</u></p>	<p><u>Done</u></p> <p>Done</p>

	<p>handwashing facilities)</p> <p>Promoting good respiratory hygiene ('catch it, bin it, kill it' approach)</p>	<ul style="list-style-type: none"> <li>Regular reminders about hand washing and staff social distancing; posters displayed in every staffroom.</li> <li>Staff are explicitly teaching and supervising health and hygiene arrangements, such as handwashing, tissue disposal and toilet flushing;</li> <li>Hand sanitiser and tissues available in classrooms and other key locations;</li> <li>Staff and pupils required to wash their hands on arrival and leaving school, after touching surfaces before and after handling pupils' books, including telephones and PC's;</li> <li>Y5 &amp; 6 only may bring in pencil cases. They must be a material that can be wiped clean. All pencil cases must stay in school.</li> </ul>	<p><u>Ensure all staff are offered lanyard hand sanitisers.</u></p> <p>Advice sent to parents</p>	<p>All Adults</p> <p>Y5 &amp; Y5 adults to monitor</p>	<p><u>Jan 21</u> <u>Sept 20</u></p> <p><u>July 20</u></p> <p><u>Jan 21</u><u>July 20</u></p>	<p>Done</p> <p>Done</p>
	Enhanced cleaning	<ul style="list-style-type: none"> <li>Enhanced cleaning protocols are in place. These include: Each class given a cleaning box               <ul style="list-style-type: none"> <li>Thorough cleaning of classrooms and communal areas at the end of the day;</li> <li>Cleaning of frequently touched surfaces often;</li> <li>Cleaning of play / outdoor equipment between groups;</li> <li>Cleaning of other equipment for practical lessons between groups;</li> <li>tables cleaned after lunch</li> <li>Removal of unnecessary items from learning environments;</li> </ul> </li> </ul>		<p>Four Seasons</p> <p>Staff/cleaners/teacher /MSA/</p>		Done



		<ul style="list-style-type: none"> <li>• <a href="#">Jan 21 updated guidance ' Always keep occupied spaces well ventilated.</a></li> </ul>		<a href="#">Headteacher to monitor</a>		
	Minimising contact and mixing between groups of staff and pupils	<p>The following practices have been put in place and information communicated to staff, pupils and parents as relevant to need:</p> <ul style="list-style-type: none"> <li>• One-way circulation in main glass corridor.</li> <li>• Accessing rooms directly from outside where possible;</li> <li>• Staggered start/finish, assembly/break/lunch times;</li> <li>• Limited use of shared resources and prevention of sharing stationery and other equipment where possible;</li> <li>• Assemblies taking place with individual groups in their allocated classroom spaces <a href="#">or virtually;</a></li> <li>• Conducting regular classroom activities outdoors;</li> <li>• Emergency evacuation procedures reviewed and adapted to ensure compliance with social distancing rules; fire drill to be practised in first week of reopening to more pupils; In the event of an emergency social distancing rules can be suspended.</li> <li>• Behaviour policy updated to reflect new rules and routines and policy regularly reinforced throughout each day.</li> <li>• <a href="#">Pupils to wear their P.E to school on P.E days to avoid changing. Reduce the need to assist pupils with changing and pupils accidentally wearing the wrong clothing.</a></li> <li>• <a href="#">Additional staffroom set up with tables for year pods.</a></li> </ul>	<p>Maintain barrier tape</p> <p>Communication between staff on the timetable of outside space.</p> <p>Update behaviour policy</p> <p>Teachers to communicate to pupils and parents via Dojo and send reminders to wear P.E kit to school.</p> <p><a href="#">HT</a></p>	<p>Site Manager Teacher</p> <p>SLT Teacher / TA</p> <p>SLT / Teacher</p> <p>Teachers</p> <p>SLT / Site Manager</p> <p>Teachers</p> <p><a href="#">staff</a></p>	<p>June 1<sup>st</sup></p> <p><a href="#">July - Sept 20</a></p>	<p>Done</p> <p><a href="#">Done</a> Done</p> <p><a href="#">Done</a></p>

	<p><u>PPE</u></p> <p>Normal supply of (non-coronavirus related) PPE will be maintained.</p> <p>In line with government guidance, face coverings are not required at school <u>for pupils.</u></p>	<ul style="list-style-type: none"> <li>A supply of PPE will be maintained for use as necessary in personal care situations where contact is required, e.g. intimate care needs, provision of first aid or if a child becomes unwell with symptoms of coronavirus at school and requires personal care until they return home; where PPE is recommended, government guidance will be adhered to, as follows: <ul style="list-style-type: none"> <li>A fluid-resistant surgical facemask will be worn if a distance of 2 metres cannot be maintained from someone with symptoms of coronavirus;</li> <li>If contact is necessary, then gloves, an apron and a facemask will be worn;</li> <li><u>If a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting, then eye protection will also be worn.</u></li> <li><u>All adults and visitors who cannot maintain social distancing must wear a face covering. Visitors must not be worn without a face covering.</u></li> </ul> </li> </ul>	<p>Purchase a fluid –resistant surgical facemask.</p> <p>Admin to keep stocktake</p>	Admin	June 1 <sup>st</sup>	Done
	Reducing face-to-face contact between staff and between staff and visitors	<ul style="list-style-type: none"> <li>Protocol is that face-to-face meetings between staff and between staff and visitors are to be avoided where possible in favour of audio/video conferencing; - Staff set up with MS TEAMS.</li> <li>Any face-to-face meetings on site observe the 2-metre distancing rule and will be held outdoors where practical; <u>face to face meetings suspended in Tier 4 or lockdown.</u></li> <li>Only essential visitors outside of professionals supporting pupils are allowed on site with the prior permission of [the headteacher]</li> </ul>	<p>Staff all set up using TEAMS. <u>All training and meetings with outside agencies held virtually.</u></p> <p>Staff to contact HT for permission</p>	<p>SLT</p> <p><u>All staff</u></p> <p>All staff</p> <p>Admin</p>	<p>July-20</p> <p>June-20</p> <p>July-20</p>	<p>Done</p> <p>Done</p> <p>Done</p>

		<ul style="list-style-type: none"> <li>Visitor protocol to be observed at all times, including hand washing or provision of sanitiser on arrival.</li> <li><u>Contractor visits are scheduled outside school hours where possible.</u></li> <li><u>Face Coverings to be worn by staff, parents and carers on duty during the start and end of the school day.</u></li> </ul>	HT	Admin	July-20	Done
	Social distancing in the classroom and communal spaces	<ul style="list-style-type: none"> <li>Pupils desks sit forward facing where age appropriate and reasonably practicable.</li> <li>Pupils sit side by side where age appropriate and reasonably practicable.</li> <li>Adults to maintain social distancing where ever possible and reasonably practicable.</li> </ul>	Teachers to organise	SLT Responsibility of all staff	July-20 July-20	Yes Yes
	Monitoring	<ul style="list-style-type: none"> <li>Management checks to be undertaken each day on the control measures in place and reported back to [the headteacher];</li> <li>Staff encouraged to report any breaches of health and safety protocol they have witnessed.</li> </ul>	Add to staff updates on emails	Headteacher	June-1st	Yes
	<u>Lateral Flow Testing</u>	<ul style="list-style-type: none"> <li><u>All adults and volunteers are requested to test twice a week. Sunday and Wednesday evening. Results to be reported to the government and school via links provided.</u></li> <li><u>Staff to inform HT of any positive results by 8pm.</u></li> </ul>	<u>Reminders sent to staff</u>	<u>Headteacher</u>	<u>ongoing</u>	<u>Yes</u>

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Hazard identified	Stress and anxiety relating to coronavirus workload
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Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<ul style="list-style-type: none"> <li>Pupils</li> </ul> <p>Additional pressures relating to returning to school /coronavirus restrictions resulting in stress reaction or anxiety</p>	Ensure sufficient rest breaks	<ul style="list-style-type: none"> <li>Revised timetabling to build in identified breaks during the day.</li> <li>Pupils encouraged to take breaks outdoors where practical, maintaining social distancing.</li> <li>Build in PSHE opportunities</li> <li>Staff support and contacts are available in all staffrooms.</li> <li><u>PPA to be taken at home.</u></li> </ul>		SBM	<del>July 2020</del>	<p>Done</p> <p><u>Done</u></p>



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				<u>Teachers</u>		
	Communication	<ul style="list-style-type: none"> <li>• Ensure pupils have an identified adult they feel safe to talk to.</li> <li>• Ensure all pupils are aware of the communication tab to pastoral support via the website.</li> <li>• Class Dojo communication</li> <li>• <u>Regular check ins with vulnerable families</u></li> <li>• <u>Schools staff feedback and contribute towards risk assessments.</u></li> </ul>	<p>Teachers to re-establish in Sept 20</p> <p>Inclusion team to continue</p> <p><u>All staff</u></p>	<p>Teachers</p> <p>Inclusion team</p> <p><u>SLT</u></p>	<p><u>Ongoing</u></p> <p><u>Sept 20</u></p> <p><u>March 20</u></p>	Done