



Roundwood Primary School

Covid-19 School Premises Risk Assessment March 2021

Approved by Headteacher and Chair of Governors
Reviewed and updated in March 2021

Hazard/ Activity	Persons at Risk	Risk	Control measures currently in place	Are further controls needed?	Residual risk rating
Access					
Pedestrian access to school	Pupils, staff, parents, visitors, contractors	Risk of spread of Covid-19 through physical contact / cough	<ul style="list-style-type: none"> • Access to and exit from school using a one-way system (both sites) • One entrance to site only at Gawcott • One entrance to site at Tingewick • Painted lines used to designate social distancing and individuals or families to remain on line until called forward (Tingewick/Gawcott managed by families following social distancing) • System communicated to all groups (Staff and families) 	Review process after first week	Medium
Vehicle access During drop off and collection	Pupils, staff, parents	Being hit by moving vehicles	<ul style="list-style-type: none"> • Not permitted • Gates are staffed at start at end of day at Gawcott / Tingewick 	Review process after first week	Medium
Infection outbreak and reporting					
Suspected case of Covid-19 in school	Pupils, staff, visitors	Spread of disease	<ul style="list-style-type: none"> • Isolate child or staff member in designated area library at Tingewick and resource room at Gawcott • Senior Member of staff to be informed immediately • Open windows and make child or staff member comfortable • Access and put on PPE as per county guidance • Check temperature • Alert parent and send child home with isolation and testing instructions / send staff member home with isolation and testing instructions • Ask parent whether they are part of any support / 	Isolation plan in place	High – Advice would be sought from 111 and PHE

			<p>childcare bubbles made up of pupils in this school. If so, call parents and check if pupils have had contact within last 48 hours, if so, all pupils must be sent home to test and self-isolate</p> <ul style="list-style-type: none"> • Deep clean all areas used or visited by child / staff member • Identify all others in close contact and prepare contacts list for PHE • Alert all staff to hazard and reassure • Alert Governors to hazard and actions <p>IF THERE WAS A SUSPECTED CASE OF COVID-19, AND THE TEST RESULT WAS POSITIVE, THE SCHOOL WILL FOLLOW PROCEDURE SET OUT IN COVID STEPS DOCUMENT.</p> <p>DfE WILL BE CONTACTED AND ADVICE FOLLOWED BY THE HEADTEACHER AND CHAIR OF GOVERNORS.</p>		
Bins					
All waste	All staff, Caretaker, contractors	Contamination	<ul style="list-style-type: none"> • PPE worn before any handling of waste (gloves) • All waste from potential Covid-19 case to be double bagged and kept for 72 hours before placing in the main rubbish bin • Removed from building to outside bins 	Ensure bins in classrooms have lids	Low
Caretaking					
Cleaning chemicals	Caretaker	Safe use and low supplies of adequate surface cleaner	<ul style="list-style-type: none"> • Caretaker to ensure each class has sufficient cleaner for surfaces each morning • Ensure labels clear and material safety data sheet available and shared with all staff • Order as and when required 		Low
Classrooms					

Maintaining social distancing	Pupils, staff,	Cross contamination	<ul style="list-style-type: none"> • Staff to wear face masks on gates and in all communal areas • Children to enter school separately • Reduced belongings in school, equipment provided by school • Allocated peg for belongings in cloakroom for KS1, allocated lockers for KS2 • Desks in classrooms, forward facing (unless a different layout is needed to support learning needs) • Water bottle and equipment pack to be kept by pupil in their space • Water bottle kept on own table at all times • Work completed in exercise books • Exercise books remain at school and not taken home • Staff maintaining social distancing practice when out of classroom bubble 	Adults to monitor	High – Guidelines suggested by the DfE have been followed
Interactive White Boards	All staff / pupils	Cross contamination	<ul style="list-style-type: none"> • Avoid surface contact games and activities where ever possible • Wipe down surface with recommended cleaner if touched by children 	Adult only use	Low
Breach of Social Distancing / Covid Measures					
Out of school hours	All staff/pupils	Cross contamination, spread of disease	<ul style="list-style-type: none"> • HT to promote government guidelines to all staff, parents and children • Staff, parents and children to adhere to government guidelines (except in an emergency situation) 		Medium

			<ul style="list-style-type: none"> Any reported breach of guidelines to be investigated by HT / COG COG to be informed along with HR to decide on outcome 		
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Cleaning					
Classroom surfaces - tables, doors and handles Toilet doors and handles	All staff / caretaker	Cross contamination	<ul style="list-style-type: none"> Follow red checklist in high use areas Use only specific high alcohol cleaner Store out of reach of children – locked cleaning cupboard Wear gloves when cleaning Spray onto cloth and wipe all surface contacted by children / adults at end of every session, morning break, lunch afternoon break or after any direct coughing or sneezing Deep clean class at end of day 	Increase use as needed, after sneezing or coughing episodes	Medium
Cloakrooms / Toilets	Caretaker	Cross contamination	<ul style="list-style-type: none"> Wipe down push points and handles throughout day at end of sessions Deep clean at end of day 	Ensure check rota in place	Medium
Computer keyboards used by children	All staff	Cross contamination	<ul style="list-style-type: none"> Allocate computer per child if possible for session Wipe keyboard surface with alcohol cloth after use 	Under adult supervision	Low
Contractors/ Outside agency visitors					
Covid-19 awareness	Caretaker and contractors	Cross contamination	<ul style="list-style-type: none"> All visitors to wear masks in communal areas Risk assessment sent in advance where possible Request for agency risk assessment Staff to alert and repeat social distancing/ safety 		Low

			<p>measures in place</p> <ul style="list-style-type: none"> • Check health status • Temp check if needed • If a contractor, monitor access away from children / staff – separate times if possible • If an agency practitioner, staff to set up intervention in blue room/ resource room / library adhering to 2m where possible between practitioner and pupil 		
Evacuating the school	Pupils, staff, visitors	Personal injury Cross contamination	<ul style="list-style-type: none"> • Fire evacuation and lockdown procedures as normal • Register order maintained • Drill practiced and reviewed with Fire Risk Assessment 	Rehearse each time new children are admitted onto site	Medium
First aid					
First Aid provision	All staff	Cross contamination	<ul style="list-style-type: none"> • Deliver support and welfare as normal within both settings • First Aid administered outside on both sites where possible, major incidents treated in staff room at Tingewick, reception area at Gawcott • One child to be dealt with medically at any one time by one adult to avoid cross contamination • Training on safe use of PPE given to all staff and protocol for suspected infection • PPE used in suspected cases 	Identify first aider per class	Medium
First aid kits	All staff	Cross contamination	<ul style="list-style-type: none"> • First Aid kits available for classroom use and outside use to reduce movement 	Check daily	Low
Grounds maintenance					
Grass cutting etc	Contractor / caretaker	Cross contamination	<ul style="list-style-type: none"> • Onsite only when children are indoors 	Office staff to check	Low

Hall					
Space used for a variety of reasons	All staff / pupils	Maintaining social distancing	<ul style="list-style-type: none"> Section of hall to be used as a temporary storage space at Gawcott / Tingewick All classes permitted to use hall, however teacher / TA responsible for cleaning after use Follow red cleaning checklist 	All staff to monitor	Low
Interactive White Boards	All staff / pupils	Cross contamination	<ul style="list-style-type: none"> Avoid surface contact games and activities where ever possible Wipe down surface with recommended cleaner if touched by children 	Adult only use	Low
Kitchen					
General	Lunchtime supervisors / staff	Cross contamination	<ul style="list-style-type: none"> Open and adhering to safe cleaning measures Aprons, gloves and face masks worn by staff when serving Dishwasher used to clean and sanitise equipment 		Low
Lessons					
General	All staff Pupils	Maintaining social distancing Cross contamination	<ul style="list-style-type: none"> Resources remain with pupil Teach from front of class Pupils to wear uniform. Parents advised to wash all elements daily. Allowance made for variations to uniform if children have grown out of it or if an item is being washed Windows and doors open in classrooms for ventilation Children can wear additional layers where classrooms are cold Follow cleaning red cleaning checklist 	KS1 & 2	High - Guidelines suggested by the DfE have been followed
Homework	All staff, pupils	Cross contamination	<ul style="list-style-type: none"> Homework set via online portal Spelling books / Reading books in plastic zip wallet and quarantined over weekend period before touch, reallocated and sent home 		

P.E.	All staff Pupils	Maintaining social distancing Cross contamination	<ul style="list-style-type: none"> • Non-contact games where possible • Promote safe spacing • Limit equipment – equipment allocated per bubble - cleaned after use and returned • PE kit to be worn for the whole day on pupils' PE day 		Medium
Library, blue room and resource room	All staff pupils	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> • Risk assess before use for individuals and small groups • Staff member leading group / using room is responsible for cleaning down after use • Wipes, spray, cloths and sanitiser in central location to prompt • Follow red cleaning checklist 	Review weekly	Low
Office					
Office or admin area	School secretary/ bursar	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> • Sit apart if more than one person is in the office at both sites. • Keep blinds open to see when visitors approach the front door at Gawcott • Keep office window to outside open when possible • Keep door open when possible • Wipe keyboards down at end of day • Wipe phone down after use 	Work in different rooms available where ever possible	Medium
Off site visits					
Trips	Pupils, staff, volunteers	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> • No trips to take place under current guidance 		Low
Transport					
School mini bus	Pupils, staff	Maintaining social distancing	<ul style="list-style-type: none"> • Social distance maximised where possible within 		Medium

		Cross contamination personal injury	<p>vehicles</p> <ul style="list-style-type: none"> • Children to sit with their 'bubble' on school transport, or with the same constant group of children each day • Children to clean their hands before boarding transport and again on disembarking. Designated adult in charge of this. Hand sanitiser located at front of mini bus • Additional daily cleaning of vehicles is in place. Driver is responsible for this • Designated adult in charge of organised queuing and boarding • Ventilation of fresh air (from outside the vehicle) is maximised, through opening windows and ceiling vents. Driver is responsible for this • Children must not board home to school transport if they, or a member of their household, has symptoms of coronavirus (COVID-19). • All children are advised to wear a face mask • For Adults and children aged 11 and over, it is compulsory to wear a facemask when travelling on dedicated transport. This does not apply to people who are exempt from wearing a face covering on public transport. 		
Play equipment, external					
Benches	All staff	Cross	<ul style="list-style-type: none"> • Wipe down benches at end of day 		Low

Adventure playground		contamination	<ul style="list-style-type: none"> Adventure playground closed until further notice 		
Playground					
Maintaining social distancing at break times	Pupils, staff	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> Break and lunch times staggered to avoid contact with other classes. Different play areas to be used at Tingewick/Gawcott. Specific equipment to be allocated to each class which is cleaned after use and when returned Handwashing before going out to play and before re-entering class 		High - Guidelines suggested by the DfE have been followed
Playtime					
Breaks	Pupils, staff	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> Breaks staggered to reduce contact with other classes Social distancing reinforced as needed No toys or games brought in from home 		High - Guidelines suggested by the DfE have been followed
Staff room					
Use of kettle as a source of boiling water Using a toaster Use of a microwave Use of photocopier	All staff	Maintaining social distancing Cross contamination	<ul style="list-style-type: none"> Staff to wear face masks in all communal areas Wipe down after individual use Staggered lunches Adhere to social distancing procedures Follow red cleaning checklist 		Low
Stairs					
Access	Pupils, staff,	Maintaining social distancing	<ul style="list-style-type: none"> All up or all down at 2 metre distance No passing on stairs 		Low

	visitors	Cross contamination personal injury	<ul style="list-style-type: none"> FS and Y1 pupils and staff to access the hall by using the stairs closest to the entrance hall Y2 pupils and staff to access the hall by using the stairs between the blue room and the Y2 toilets 		
Store rooms and cleaning cupboards					
Access	Staff	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> Staff to wear face masks in all communal areas Limit to one person at a time Clean door handles after use 		Low
Toilets					
Toilet access and use - Pupils	Pupils	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> Radios used to communicate use of toilets Staggered breaks and lunch Staff to observe Toilet doors and handles wiped down regularly throughout day 		Medium
Toilet access and use - Staff	Pupils	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> Toilet doors and handles wiped down regularly throughout day and thoroughly cleaned at the end of the day Follow red cleaning checklist Complete red tick sheet located on children's toilets to confirm clean at 10am, 12 noon, and 2pm (for Years 4, 5 and 6) 		Medium
EYFS Indoor and Outdoor Classroom Risk Assessments					
Hazard/ Activity	Persons at Risk	How Harmed	Control Measures		
Internal play equipment	Staff/ children/	Maintaining social distancing	<ul style="list-style-type: none"> Limit equipment out at one time Remove soft furnishings and equipment that 		High - Guidelines

	visitors	Cross contamination	cannot be safely washed between children or at end of day. Sofas/rug to be spray-sanitised at the end of each session, and steam cleaned daily. <ul style="list-style-type: none"> • Mark making equipment to be spray-sanitised at the end of each session. • Children to have their own whiteboard marker, board and rubber to be kept in their drawer. 		suggested by the DfE have been followed
Outdoor play equipment Sandpits	Children/visitors	Maintaining social distancing Cross contamination	<ul style="list-style-type: none"> • Limit equipment out at one time • Remove soft furnishings and equipment that cannot be safely washed between children or at end of day. • Close outdoor covered sandpit • Anti bac washing up liquid used in water play 		High - Guidelines suggested by the DfE have been followed
Climbing frame	Children	Maintaining social distancing Cross contamination	<ul style="list-style-type: none"> • Closed until further notice – review 		Medium

DATE OF REVIEW: 01/09/20	COMMENTS: <i>Approved in principle by the Chair of Governors on behalf of the governing body as a live document to be reviewed as needed by the Headteacher</i>
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RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. We must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	We must identify further controls to reduce the risk rating. Seek further advice if needed

MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, we will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.

Appendix 1 – Set up for Foundation Stage

In Foundation Stage in order to facilitate learning through play and support positive relationships the children will have access to a range of shared toys and equipment. They will be taught to sanitise their hands before and after using equipment and not to put toys in their mouths. If a child does put equipment into his or her mouth they will be taught to put it in a bowl in the big sink to be cleaned before it goes back into circulation.

Fresh playdough will be provided for each session, then thrown away. Hand sanitiser will be placed next to the dough table, and children will be taught to use this before and after using. Playdough tools, if used, will be washed after use.

Where as part of Communication Language and Literacy or maths lessons children sing/recite songs or rhymes, they will face in the same direction, in space and whenever possible this will take place outside.

Children will not be able to access the outdoor sandpit, but sand will be provided daily on the tuff spot. At the end of the day this will be sprayed with Milton solution and re-cycled to the back of the covered outdoor sandpit.

Water will have anti-bacterial liquid soap added, and will be changed after each session.

There are tissues/paper towels available in the classroom, and the children will be taught to put them in the lidded grey bin after use and use hand sanitiser.

Children will be reminded about catching coughs and sneezes in a tissue or their elbow and handwashing routines will be reinforced throughout the day.

The expectation is that children will wash and dry/sanitise their hands on arrival at school, after using the toilet and learning outside, before eating and before leaving to go home. Hot air hand driers will not be used. Between using different resources, outside and after sneezing/blowing their noses children will be taught to use hand sanitiser.

Snack times will not be 'rolling' and whenever possible will take place outside. If necessary children will have their own plate or bowl, and not share with others.

Children have their own (named) water bottles, which will be stored where children can access independently.

Tissues and hand sanitiser will be available outside. The children will have access to bikes and scooters, although the double seated bikes will be put away. Between sessions the handlebars and seats will be wiped with anti-bacterial wipes. Whenever possible, the children will be encouraged to play, learn, investigate and explore on the school field.