

School Covid 19 Risk Assessment – September 2020

This risk assessment tool can be used as a template for your own school covid risk assessment in readiness for the new school term in September. All Community and Voluntary Controlled schools must submit its completed risk assessment for verification by the local authority's H&S Service. Please send your risk assessment to schoolhealthandsafety@wiltshire.gov.uk and await confirmation that it has met the required standard. For many schools, you may be able to re-use information from the your existing covid risk assessment but we have highlighted new or amended parts of the template in GREEN for your convenience. You should remove this highlighting in your final document.

If you need specialist Public Health advice to help make local interpretation of any part of the guidance regarding transmission risks, please contact publichealth@wiltshire.gov.uk

All risk assessments must meet the required standard prior to schools opening in September. Please add appropriate contact details if you anticipate that correspondence will be necessary outside of term-time in order to achieve this.

Name of School	Westwood with Iford
Name of Headteacher	Ian Rockey
Assessment completed by	Ian Rockey
Assessment date	16.7.20

This risk assessment template sets out the measures that may be used to maintain a safe environment for all occupants and visitors to the school/setting and to reduce the transmission risk of covid-19 coronavirus as far as is reasonably practicable. Particular attention must be given to those at greatest risk including vulnerable groups, pregnant women, and those with underlying health conditions; and to new staff and pupils who may be unfamiliar with the site.

Use the template to prepare a specific risk assessment for your school/setting. It must be kept under review and updated accordingly.

Useful links:

Government guidance for full opening of schools can be found [here](#)

Government guidance for after school clubs and other out of school settings can be found [here](#)

Right Choice Coronavirus Resources are available [here](#).

Science teaching Coronavirus advice is available from CLEAPSS [here](#)

Design Technology Coronavirus advice is available from CLEAPSS [here](#)

Physical Education Coronavirus advice is available from AfPE [here](#)

Where separate risk assessments are required for specialist situations as set out in the template below, these do not need to be submitted to the local authority but should be available for scrutiny from LA or HSE enforcement officers. All community and voluntary controlled schools must submit a completed risk assessment to:

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
1. Maintaining distancing and reducing contact – entrance and exit routes		
<p>Numbers arriving simultaneously on school transport impede the means to distance or reduce contact, and impede effectiveness of staggered start/finish times of school day</p>	<ul style="list-style-type: none"> • Arrange separate ‘holding’ areas for each group to minimise contact (ideally these should be outside if weather permits) • Encourage parents to make other arrangements for travel to/from school other than school transport. • Staff on duty to supervise • Signage at school transport pick up/drop off point 	<p>Drop Off points A & B have been established as separate ‘holding areas’ and conveyed to parents.</p> <p>Parents will be encouraged to make other arrangements for travelling to school and parking at a greater distance from the gates. Staff will be on duty to supervise and our PCSO will be informed of our plans.</p>
<p>Numbers of parents and children at entrances and exits impede social distancing.</p>	<ul style="list-style-type: none"> • Instructions for parents/carers on distancing rules on site. • Staggered start/finish times for different groups. • Markers on floor for children and parents to wait. Ensure markings do not create slip/trip hazard • Use of different entrances/exits for different groups. • Only one parent/carer to accompany child. • Staff on duty to supervise. • Signage. 	<p>Parents to be issued clear guidance for arriving at the school site using the main gates. Only one parent to accompany child.</p> <p>Parents have been advised to maintain social distancing outside of school site. Staff will be on duty to supervise.</p> <p>Parents have already been informed of these plans in our re-opening plan.</p>
<p>Changes to school routine cause vehicular and pedestrian traffic management issues.</p>	<ul style="list-style-type: none"> • Encourage parents to walk/cycle to school with children. • Stagger drop off / pick up times. • Minimise vehicles on site • Review traffic management risk assessment where changes to start/end of day apply. • Staff on duty to supervise. 	<p>Drop off and pick up times have been staggered for all groups.</p> <p>Traffic management will be reviewed once school re-opens and if this becomes an issue due to the number of parents who may drive. Parents and staff will be encouraged to walk/cycle where possible.</p> <p>Only staff vehicles will be permitted and staff will be encouraged to walk/cycle, where possible.</p>

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		<p>Staff will be on duty to supervise and visiting PCSO.</p> <p>Staff to arrive on site by 0830 and then gates will be locked to prevent parents driving onto site</p> <p>The gate to Boswell Road will remain locked.</p>
<p>2. Maintaining distancing and reducing contact – internal areas and play areas</p>		
<p>Pupil numbers and room sizes impede the means to reduce contact</p>	<ul style="list-style-type: none"> • Where practical, arrangements will aim to reduce contact and maximise distancing between pupils and staff; and between staff themselves. • Pupils will reduce contact by being grouped together. For primary schools this is likely to be in class sized groups. For secondary schools this may be in upto year sized groups. • Record the names of pupils in each group, and any close contact that takes places between children and staff in different groups. • Remove excess furniture to safe storage areas to increase space. • Desks to be spaced out as far as possible but do not impede fire escape routes and exits. • All desks to face forward with pupils sat side by side. • Floor markings to illustrate 2m areas around teaching positions. • Children to remain at their desks when in the room. 	<p>4 class bubbles to be established for September with no more than 30 in a bubble. Each group has allocated members of staff. The class 'bubbles' will be maintained and protected throughout the day.</p> <p>Classrooms have been prepared by removing excess furniture to another area of the school. For adults, social distancing will be kept to 2 metres where possible between adults and children but reduced to 1m+ with mitigations such as standing side by side where not possible. Staff should not spend longer than 15 minutes within 1m of a child.</p> <p>When working, children and adults will be taught and encouraged to maintain a safe distance and children will reduce contact by being grouped.</p> <p>Desks will be spaced in classes and will face forwards. All children will face in the same direction for learning tasks. Children will remain at their desks, where possible, when in the room, for their learning. They will use the same desk each day.</p>

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	<ul style="list-style-type: none"> • Children to use the same desk each day. • Lessons planned for individual work as opposed to close group work. • Distancing and reducing contact to be explained to children with regular reminders. • Signage/Posters in each classroom. • Consider the use of school grounds / local environment to extend the range of teaching spaces available • Staff to supervise and enforce measures. • The wearing of any PPE is not considered a necessary control measure except where set out specifically in this risk assessment for first aid or medical attention needs. • Ventilation improved where practicable by having windows open. 	<p>Where possible, lessons will take place outside, using our large school grounds.</p> <p>Signs will be displayed in each classroom.</p> <p>Where close contact takes place for medical purposes, this will be recorded.</p> <p>PPE will not be worn, except in cases where children require medical attention from a member of staff.</p> <p>Where possible and safe, windows will be opened to improve ventilation in classrooms.</p>
<p>Number of pupils and staff moving around the school impede the means to distance and reduce contact in corridors and other communal spaces</p>	<ul style="list-style-type: none"> • Minimise movements of whole groups and individuals outside of the classroom. • Use of a one-way system around the school. • A 'walk on the left' policy if one-way not practicable. • Consider using the pathways around the perimeter of the building to assist with circulation (weather and site layout dependent). • Lane markings on floor and distancing markings in areas where queuing is likely. • Areas not in use to be closed off (not escape routes). • Children to keep coats, bags, lunchboxes etc with them in the classroom (under desks) or in suitable storage area. 	<p>Children will remain in their bubble classroom or will use a designated area of the grounds.</p> <p>A walk on the left policy will be adopted as space will not allow a one way system. Use of external doors and outside space to move around the building will minimise travel within school corridors.</p> <p>As few pupils as possible will be moving around any one area of the school at a time.</p> <p>The main entrance corridor, meadow area and library will not be accessible for children, reducing risk of social interaction and staff will be encouraged to use the outdoor space to move around where necessary.</p> <p>Areas not to be used will be closed off to children.</p>

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	<ul style="list-style-type: none"> • Signage. • School assemblies to be completed electronically • Acts of worship and other typically communal events to take place in groups (not whole school) 	<p>Items being brought in to school will be kept to an absolute minimum and kept spaced apart in a suitable area.</p> <p>The staffroom can be used for breaks and lunch and a staggered breaktime will alleviate congestion. Social distancing guidelines will be observed and own rooms will be used if the staff room is crowded for lunch.</p> <p>Acts of worship will be led in groups or from the HT office.</p>
<p>Number of pupils and size of space impede the means to distance and reduce contact when using toilets</p>	<ul style="list-style-type: none"> • Apply a maximum number of pupils in toilet rule to maintain distancing and reduce contact. • Where practicable avoid different groups using the same facilities at the same time. • Distance markings on floor in queuing area 	<p>Systems and expectations are in place for children using the toilet safely.</p> <p>Each bubble will use specific toilets to reduce interactions.</p>
<p>Number of pupils and available space impede the means to distance and reduce contact at breaktime and lunchtime</p>	<ul style="list-style-type: none"> • Staggered break and lunch times. • Allocated play areas for each group. • Consider zoning of play areas using markings / cones to reinforce distancing. • Limit use of outdoor play equipment to designated groups at fixed periods • Games which encourage distancing and reduce contact. • Staff supervision to maintain standards. • Any crockery/cutlery used must be cleaned thoroughly. • Catering contractors and other food provision has been subject to specific risk assessment. 	<p>Break and lunch times have been set up so that children remain in their own bubbles. Break times have been staggered.</p> <p>Lunch will be taken outside where possible or in each bubble's own classroom.</p> <p>Field and playground zoned (including equipment) and allocated to groups on a weekly rota basis, with cleaning each day.</p> <p>Lunches will be served but packed lunches will be disposed of at the end of lunch.</p> <p>Children will bring and use their own cups for drinks.</p> <p>Staff will maintain standards and levels of distancing and will ensure that all plates and cutlery are cleaned thoroughly using the dishwasher.</p> <p>Lataca, our catering provider, will provide their own risk assessment.</p>

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<p>Number of staff and size of staff rest spaces impede the means to distance and reduce contact</p>	<ul style="list-style-type: none"> • Removal of furniture to create more space. • Removal of communal equipment (mugs etc) • Staggered break times for staff. • Repurpose unused spaces for additional staff rooms. • Staff toilets to enforce 2m distancing. 	<p>Mugs/cups will be washed in dishwasher at a hot temperature, or staff can bring their own.</p> <p>Rooms prepared to remove excess furniture and streamline with surfaces that can be sprayed and cleaned.</p> <p>Staff will stagger collection of drinks and will safely distance for break times.</p> <p>2m social distancing will be enforced for staff toilets.</p>
<p>3. Hygiene and Cleaning</p>	<p><u>Guidance on cleaning non-healthcare settings</u></p>	
<p>Cleaning staff levels are insufficient to deliver enhanced cleaning regime.</p>	<ul style="list-style-type: none"> • Confirm available cleaning staffing levels before wider opening. • Use of contractors or other school staff for additional cleaning. • Agree the new cleaning requirements and additional hours for this. • PPE to be worn by cleaning staff as dictated by risk assessment. 	<p>Our regular cleaning company will carry out daily cleaning at the end of each school day.</p> <p>Requirements, equipment, PPE etc all discussed and agreed with cleaning company.</p> <p>Staff have been advised of cleaning procedures thought the day and each classroom has cleaning equipment and supplies</p> <p>Deep clean of Sunflower class, Clover class, Orchid class and the Hall before reopening formally on 2nd September.</p>
<p>Insufficient handwashing and hygiene facilities increase the risk of transmission.</p>	<ul style="list-style-type: none"> • Children to handwash on entry to school, before and after each break and lunch, on changing classrooms, leaving school and after using toilet. • Ensure supplies of suitable soap. Skin friendly cleaning wipes can be used as an alternative • Extra signage to encourage washing hands. • Ensure help is available for children who cannot clean their hands independently. 	<p>Hand gel dispensers organised for every classroom and occupied working areas.</p> <p>HE has ordered refills and PPE equipment for working in close proximity with children – injuries, supervision of children who may show symptoms of the virus</p> <p>Extra signs displayed for washing hands around school</p> <p>Supplies of tissues and hand soap have been organised in preparation for all areas.</p> <p>Staff will support children who find hand washing difficult</p>

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	<ul style="list-style-type: none"> • Hand gel dispensers at strategic locations around the site to complement handwashing facilities. • Supplies of tissues and lidded bins in each teaching space and classroom. • Promotion of the 'Catch it, Bin it, Kill it' campaign to pupils and staff. • Resources are rotated or left to decontaminate for 48 hours (or 72 hours if plastic) if being used by different groups. 	<p>Lidded bins have been acquired for all classrooms.</p> <p>Resources will be cleaned or left to decontaminate before being used by a different class bubble group.</p> <p>Parents have been asked to send their children in clean clothes where possible, returning to school uniform.</p>
Exposure to new hazardous substances (products)	<ul style="list-style-type: none"> • COSHH assessment to be carried out for any new cleaning/sanitising products in use. • Additional cleaning staff to be made aware of the COSHH risk assessments. • Appropriate storage of hazardous substances. • Material data sheets to be made available for new and existing products. 	<p>All products are stored appropriately in a locked cupboard.</p> <p>Existing products are being used within school to clean.</p>
4. Site and Buildings	<u>DfE Guidance on school premises management</u>	
Visitors/contractors/suppliers on site increase the risk of transmission.	<ul style="list-style-type: none"> • Site visits only by pre-arrangement. • A record of some visitors must be kept for 21 days <u>specific guidance</u> • 2m exclusion zones/markings in Reception areas. • Information/signage for visitors informing them of the infection control procedures. • Deliveries and visits outside of school opening hours where possible. • Provision of hand sanitiser at main school entrance. 	<p>Site visits will made outside of school hours, where possible and a record of visitors will be kept.</p> <p>Information for visitors will be provided and 2m social distancing enforced at all times.</p> <p>Deliveries will be to door step only and left where possible, without interaction</p> <p>Hand gel is provided at main entrance.</p> <p>Contractor visits will be organised outside of school hours, where possible.</p>

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	<ul style="list-style-type: none"> Process for the acceptance of deliveries required i.e. area where deliveries can be safely left. 	
<p>Changes affect normal emergency procedures.</p>	<ul style="list-style-type: none"> Review of fire assembly points to accommodate reduced contact and distancing where practicable. Fire drill practice to train new arrangements. Other contingency emergency plans to be reviewed including lockdown procedures, major disruption through loss of services, gas leak etc. 	<p>Fire Drill practice will take place week beginning 14th September. Fire assembly point will be managed for all children and staff to accommodate social distancing. Emergency plan will be reviewed to account for Covid-19 procedures.</p>
<p>Site security is compromised by new arrangements.</p>	<ul style="list-style-type: none"> Normal security standards will apply, doors which may be used for drop-off/pick up should then be closed during the school day (and locked if not fire doors). Additional ventilation via open doors and windows should not occur in unoccupied parts of the site. 	<p>Usual security procedures will apply, with a times door lock system in place. Windows and doors will be opened as much as possible in occupied areas of the school only.</p>
<p>Building checks not taken place</p>	<p>All usual building checks are to be undertaken as normal including flushing of water outlets, schedules of preventative maintenance, portable appliance testing and asbestos monitoring.</p>	<p>All building checks will continue, including flushing of toilets and running taps throughout the summer break.</p>
<p>5. Equipment and furniture</p>		
<p>Shared play equipment increases the risk of transmission.</p>	<ul style="list-style-type: none"> Individual items of play equipment and other shared items used for teaching are to be cleaned between each use by each group. 	<p>Fixed play equipment will only be used by one bubble per week. Soft toys and difficult to clean resources have or will have been removed. Shared items will be cleaned between use by each group.</p>
<p>Shared equipment, fittings and resources increase the risk of transmission.</p>	<ul style="list-style-type: none"> Handwashing before and after each lesson. Remove unnecessary items from the classrooms and store elsewhere. 	<p>Unnecessary items have been removed. Cleaning regime is in place. No rucksacks will be brought into school.</p>

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	<ul style="list-style-type: none"> • Cleaning regime for door handles, press to exit buttons, communal surfaces. • Children asked to bring in own stationery or have allocated, named, packs of stationery per child. • Resources and surfaces to be cleaned each night. • Lessons planned so sharing of resources in minimised. 	<p>Children will be allocated their own individual stationary set and piles of books will be allocated to each bubble each week.</p> <p>Resources and surfaces will be cleaned each evening after school has finished.</p> <p>Any resources that are shared by classes will be cleaned inbetween times.</p>
Increased manual handling tasks increase the risk of musculoskeletal injuries.	<ul style="list-style-type: none"> • Staff must not attempt to move large or heavy items unless they are fit to do so. 	Please ask for help when required.
6. Health and Wellbeing		
Inadequate staffing levels create supervision or safeguarding issues.	<ul style="list-style-type: none"> • Carry out an audit of all staff availability and review it regularly. • Introduce a process for staff to inform you if their health situation changes. • If there is a shortage of teachers consider use of suitably qualified TAs to lead a group and maintain ratios. • Use of staff from other schools (by agreement). 	<p>IR to complete regular audit</p> <p>Staff should email or telephone IR if their situation changes so that the staff audit can be reviewed.</p> <p>Teachers or TAs will lead groups as needed.</p>
Vulnerable / Extremely vulnerable children at higher risk of infection.	<ul style="list-style-type: none"> • Parents should follow current medical/government advice if their child is in this category. 	<p>Parents have been advised of this.</p> <p>Guidance will stress that whilst we will take every precaution parents sending children back to school do so with the knowledge that we cannot remove every risk.</p>
Person becomes unwell with Covid-19 symptoms in school	<ul style="list-style-type: none"> • Move to a pre-designated room where person can be isolated, with adult supervision if a child. • Ventilate the room if possible. • PPE should be worn if contact is required. • Inform parent/carer to arrange collection. 	<p>The cabin will be used for isolation with adult supervision. This room will be ventilated and the supervising adult will be provided with PPE. Parent/carer will be informed asap to collect the child.</p> <p>The cabin will be cleaned thoroughly each time it needs to be used.</p>

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	<ul style="list-style-type: none"> • Cleaning regime after each usage of the space. • Follow the advice from health protection team 	<p>Non-contact thermometer is in school. As with other areas of the school all non-essential furniture/resources will be removed or covered.</p>
<p>Outbreak of Covid-19 within the school (defined as more than two confirmed cases within a fortnight)</p>	<ul style="list-style-type: none"> • Senior leaders have awareness of the PHE “local outbreak management plan” • Local school management plan is in place and relevant staff have been made aware • Remote education plans in place 	<p>PHE Local outbreak management plan will be followed</p>
<p>Staff wellbeing affected by the working experience.</p>	<ul style="list-style-type: none"> • Staff risk assessment tool being used to assess those in higher risk groups. • Staff aware of risk assessment process and able to contribute. • Staff meetings and communication. • Defined wellbeing support measures for staff. • Designated staff rest areas. 	<p>Guidance shared with all staff. Clinically vulnerable staff (or those living with an extremely clinically vulnerable family member) will be given a role onsite that is not classroom based and are expected to social distance. Staff who are absent will continue to be contacted regularly by IR to check wellbeing Wellbeing resources and opportunities for discussion provided by IR Additional staff room made available in Lotus classroom</p>
<p>Volunteer wellbeing affected by the working experience</p>	<ul style="list-style-type: none"> • Volunteers will be treated in the same way as school staff and provided with the same information, instruction, training and equipment. • Volunteers will be included in regular communications and be given the opportunity to feedback any concerns. 	<p>Guidance shared with all volunteers. Clinically vulnerable volunteers (or those living with an extremely clinically vulnerable family member) will be given a role onsite that is not classroom based and are expected to social distance.</p>
<p>Pupil wellbeing is impacted by the current situation causing physical and mental ill health. School Effectiveness guidance on Right Choice</p>	<ul style="list-style-type: none"> • Children to have allocated teacher and TA where possible. • Reduced time in school to ensure transition from home to school is successful. 	<p>Allocated staff in place Reduced timetable and staggered start and end times for all children Planned curriculum to support children’s wellbeing and academic development,</p>

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	<ul style="list-style-type: none"> Curriculum to support children's well-being. Provide opportunities to talk about their experiences/concerns. Pastoral activities. 	<p>including circle time and use of SCARF wellbeing resources.</p> <p>Rainbow return and recovery curriculum planned.</p>
First aid provision	<ul style="list-style-type: none"> Ensure all staff know First Aiders on site if less than normal. If provision is less than usual, minimise hazardous activities which may result in injury. Ensure a supply of PPE is available for provision of first aid and use and dispose of accordingly. 	<p>All regular first aiders will be on site</p> <p>PPE is available for first aid provision and intimate care</p>
Pupils with special medical needs (administering medication)	<ul style="list-style-type: none"> Required number of competent staff on site Staff training up to date Alternative arrangements in place if staff training/competence has lapsed. 	<p>An appropriate number of trained staff will be on site at all times to support medical needs.</p> <p>Staff will have up to date training and will undertake further training where necessary.</p>
1:1 teaching, physical restraint and children with SEND or EHC plans are adversely affected by the current situation.	<ul style="list-style-type: none"> Individual risk assessments of children with behavioural difficulties. Ensure a supply of PPE is available based on need. Reduced timetable or consideration of other solutions if child's behaviour puts staff at risk. 1:1 teaching to be done with reduced contact. 	<p>Individual risk assessments will be completed for those children who need them.</p> <p>Staff and children maintain social distancing where possible.</p> <p>Any 1:1 teaching that is required, takes place at a social distance.</p> <p>PPE is available.</p>
7. Risk assessments and Policies		
Standard risk assessments do not take account of additional covid-19 risks	<ul style="list-style-type: none"> Ensure all work environments and teaching/learning activities have been subjected to risk assessments in line with conventional H&S requirements. Review and where necessary update all risk assessments with additional control 	<p>Risk assessments for class areas and work environments will be updated in line with Covid-19 H&S requirements.</p> <p>Other school risk assessments will be updated where necessary and accordingly to address issues of potential risk and transmission.</p>

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	<p>measures to counter any significant infection transmission risk</p> <ul style="list-style-type: none"> • Pay particular attention to curriculum areas and activities being resumed for the first time since school restrictions were introduced • LoTC activities are restricted to non-residential activities and are subject to the usual process of risk assessment and authorisation. • One-off activities such as PTA and other fundraising events, firework displays etc will be subject to separate risk assessment. • Lettings of facilities will be subject to separate risk assessment. • School clubs, Breakfast clubs and after-school provision are subject to a separate risk assessment. • Behaviour policy amended to reflect covid-19 protocols. 	<p>LoTC activities will continue to be risk assessed using EVOLVE and submitted in advance for approval by senior leaders. FoWs activities will be risk assessed and Active Trowbridge will be contacted to ask for their risk assessment for breakfast and after school club. This will take into account transition of children to and from bubbles within different year groups and how they will be managed during Wrap-around care. As a school we will take responsibility for the transition from breakfast club to school through good hand hygiene, i.e. thorough handwashing before school starts. Our school's behaviour policy will be amended using the LA model additions to reflect Covid-19 protocols.</p>
8. Monitoring		
<p>Control measures set out in this risk assessment do not prove effective</p> <p>Levels of compliance are inadequate</p>	<ul style="list-style-type: none"> • Named school staff will monitor the application and effectiveness of the control measures set out within this risk assessment, and the level of compliance by staff, visitors and pupils • Non-compliance will be addressed immediately • Regular communication with staff on the outcomes of the monitoring 	<p>The Headteacher (IR) will monitor the application and effectiveness of the new measures within this risk assessment. An audit will be taken to ensure that all staff, visitors and pupils are compliant and any issues will be immediately addressed. These will be communicated to staff and changes made, where necessary.</p>

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	<ul style="list-style-type: none"> LA H&S Advisers are able to visit the school site to assess compliance 	
9. Other risks – specific to your school		
<p>Please add details of any other relevant covid-19 risks presented by circumstances that are relevant to your school site and activities but are not covered by Items 1-8.</p> <p>Also add activities such as swimming and indoor gyms as and when restrictions are lifted.</p>		

I confirm that the above is a suitable and sufficient risk assessment based on current information. The risk assessment will be reviewed on a regular basis and whenever anything significant changes. All relevant parties will be informed of the outcomes of this risk assessment.

Name of Headteacher	Ian Rockey	
Signature of Headteacher		Date: 16.7.20
Name of Chair of Governors / Trustees	Sean Wyartt	
Signature of Chair of Governors / Trustees		Date: 16.7.20
Date of review	21.10.20	