

Dynamic Risk Assessment Coronavirus – COVID-19
For use by Thornhill Primary during partial reopening

Location / Site	Thornhill Primary School
Activity / Procedure	School open for all children
Assessment date	1 st March 2021
Assessment serial number	CovidRA05

Identify hazards	Record all hazards that could cause harm or injury
Lack of Hygiene & cleanliness across the site	
Inadequate staff ratios	
Deliveries & Waste collection means outside workers expose the school population to the virus	
Poor communication means that staff, parents, pupils or visitors do not follow guidance	
Contractors expose the school population to the virus	
Deliveries & Waste collection means outside workers expose the school population to the virus	
Close contact with others causes virus to spread throughout the staff and pupil population.	
Lack of knowledge of the NHS Test and Trace process and process not being followed by staff or the school community.	
Lack of PPE (if required) or not being used appropriately when required.	
Lack of testing	

Identify people at risk	Circle boxes where persons may be affected by hazards	
Employees	YES	NO
Visitors	YES	NO

Contractors	YES	NO
Vulnerable persons	YES	NO
Pupils	YES	NO

Existing control measures	List controls already in place to reduce risk from of injury
Schools to follow all DFE/Government guidance which will be made available through updates from the Trust 22 nd February 2021	
School Leaders will ensure the school can open with the correct adult to pupil ratios and that 1-1 pupils have the correct support. Each year group and associated staff will form a bubble. If this cannot be achieved then they will notify the Trust immediately.	
Lateral flow tests will continue to be available for staff. Staff to collect tests from front office – Lorraine’s bay.	
A DSL must be available on site or via phone.	
No parent must enter the classroom or school office unless asked to do so to support their child.	
Entry system is with name badges, but hand sanitiser dispenser fixed on wall next to main entrances and door of staff room.	
All visitors and meetings will be cancelled or significantly reduced. The vast majority will be conducted by virtually.	
Contact between children should be reduced outside of their to ensure children are more than 2 metres from each other outside of the classroom.	
Avoid any activity where you are passing items around a class - Circle time objects - Artefact sharing (when children have used equipment in one bubble it must be cleaner and quarantined for 72 hours) - Touching activities – PE / Gymnastics -	
Other - Stop hand shaking of children and visitors - Do not use shared cups in class (e.g. using cups for water); replace with disposable cups; children are asked to bring in their own bottles which children keep next to each other. Disposable cups used if necessary.	
Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed.	
All staff are aware of what to do should they feel unwell. Notify SLT immediately if you feel unwell at any time during the day and follow guidance.	
All staff in school are aware of what to do in the event of a fire and have had appropriate training - additional fire evacuation practice is planned.	
Staff to ensure pupils with a Personal Emergency Evacuation Plan (PEEP) are evacuated as per the plan.	
SLT to ensure pupils with a Behavioural RA have their 1-1- support if this is not available for the pupil then consider whether they can be in school due to staff ratios.	
Continue with hot meals for all children apart from those who bring a packed lunch.	

First aider on site and a 3-day trained First Aider at Work.

Masks to be worn for all staff inside and outside, except when alone in a space. When teaching masks can be removed to speak to a child at a two-meter distance. Full PPE to be used for 1st aid and in dealing with children displaying symptoms.

Children to be allowed to bring in PPE if they wish but be able to move around safely and use themselves without help from an adult.

All children to eat packed lunches in their classrooms.

Dining areas – divided into two halls to minimise contact/maximise spacing. Tape used to allocate areas for seating.

Break times will remain 10.35-10.55am for all year groups in their playground areas

Lunchtimes:

Year Group	Time in classroom (packed lunches eat)	Time outside	Outside Area	Time in dining hall/hall
R	11:45-12:15pm	12:15-12:45pm	Bottom of the ramp/section of the field	11.45am (DH)
1	11:55-12:15pm 12:45-13:00pm (Storytime)	12:15-12:45pm	½ of KS1 playground	11.55am (DH)
2	12:00-12:30pm	12:30-13:00pm	½ KS1 playground	12.00pm (Hall)
3	12:00-12:30pm	12:30-13:00pm	½ higher KS2 playground	12.10pm (Hall)
4	12:30-13:00pm	12:00-12:30pm	½ lower KS2 playground	12.20pm (DH)
5	12:30-13:00pm	12:00-12:30pm	½ lower KS2 playground	12.30pm (DH)
6	12:30-13:00pm	12:00-12:30pm	½ higher KS2 playground	12.30pm (Hall)

Staff and children to remain in their bubble and allocated areas at all times.

YR/1 Community kitchen

Y2 Butterflies

Y3 Finches

Y4 Elaine's back room

Y5 Staffroom

Y6 Badgers

CEV – remain off-site with medical recommendation – tasks will be directed.

If adult or child has suspected case, isolate and follow advice from HET/DFE. Isolate group that child was with and ask parents to take for testing. Send staff linked to them for testing. Review staffing system. Suspected

<p>case/unconfirmed -follow isolation guidance unless tested and confirmed as clear. Current advice from HET for confirmed case is immediate shutdown for at least 24 hours and immediate deep clean.</p> <p>Staff who test positive MUST inform the school as soon as they can.</p>
<p>Playtime – children only playing with own contained ‘bubble’ group in a specified area of the playground. Potential contaminated points to be wiped (eg handrails and doors – by cleaning team at lunch as well as before and after school.</p>
<p>Wipes and hand sanitiser for staff computers in the staff room that may be used for PPA.</p>
<p>Toilets – allocated toilets for specific groups to reduce the volume of movement. Staff toilets to be used and handles and toilets cleaned before, during and after school.</p>
<p>Photocopiers – anti-bacterial wipes next to these and staff will be asked to wipe screen following use and included as part of the weekly deep clean on Friday.</p>
<p>ICT suite – allocated slots have been given to bubbles All equipment needs to be fully wiped down before and after use. I pads - can be used but must be fully wiped down before and after use.</p>
<p>All rooms used, to have a ‘covered’ bin in which tissues can be disposed of.</p>
<p>PPE available to those staff who request.</p>
<p>Expectation that all clothes are clean on a daily basis.</p>

Communication to parents

When parents drop off and pick up the pupils

- Parents drop off at maingate.
- Children will come in through the gate as they did in Autumn term – in year group bubbles. They will follow the usual route to their classroom.
- All staff arriving on site sanitise hands and temperature check. SLT/office staff to oversee .
- Hand sanitisers installed by doors at key points. All visitors (only outside of school hours – eg contractors) to be directed to use. Staff able to use on arrival in the morning.

Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend and should wear a mask.

Tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)

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)

All information needed to be given to parents must be done via text, email or phone call. *We will also be recording spoken/video messages to make the arrangements as clear as possible.*

Entry times:

Time	Footpath Gate	Car Park Gate
8.40am	Year 6	Year 3
8.45am	Year 5	Year 2
8.50am	Year 4	Year 1
8.55am		Year R

Exit Times

Time	Footpath Gate	Car Park Gate
2.45pm	Year 6	Year 3
2.50pm	Year 5	Year 2
2.55pm	Year 4	Year 1
3.00pm		Year R

Deliveries/Waste collection

If practicable drivers should wash or clean their hands before unloading goods and materials.
Do not approach delivery staff, allow packages to be left in a safe place.

Hands are to be thoroughly washed after handling all deliveries or waste materials.

Waste bags and containers - to be kept closed.

Waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours).

Cleaning & Hygiene

Site Managers will ensure they have enough cleaning staff and cleaning products to ensure the site remains cleaned to a high standard.

A cleaning schedule will be implemented throughout the site, ensuring that high risk contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.

- Carpet hoovering.
- Rugs being washed.
- Toys and resources.
- Staff room furniture – eg sofas.
- Office furniture.
- Reception area.
- Additional mopping of floors.
- Checking of distancing markers and replacement of tape etc...
- Fogging is done daily

Once products begin to run low, notify Mike Thomas who will ensure supplies from other schools are shared out/sourced.

Shut off all classrooms and areas that are not in use and ensure staff and pupils do not access the rooms/offices.

Ensure adequate stock levels of hand sanitiser and tissues are available and replenish as needed. If stocks are low, please contact Head of Estates.

Inform parents of hygiene expectations and discuss with children – reminder assemblies for returning children.

Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.

Ensure that all adults and children:

- frequently wash their hands with soap and water for 20 seconds and dry thoroughly.
- clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing
- are encouraged not to touch their mouth, eyes and nose
- use a tissue or elbow to cough or sneeze into and use lidded bins for tissue waste ('catch it, bin it, kill it')

Ensure that bins for tissues are emptied throughout the day.

Enclosed bins to be provided in class.

Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.

Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.

Contractors
 Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with good hygiene.

Staff and contractors are to maintain a safe distance between themselves and others (2 metres).

Strict hygiene rules to be implemented, all contractors are to be asked to do the following:

- use alcohol-based hand sanitiser.
- Repeat the hand washing/sanitising every hour.

The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned.

Existing level of risk	Consider current level of risk with existing controls in place
Due to the nature of the virus there will be a higher risk compared to other illnesses. Schools will monitor the situation and as soon as they feel the risk has increased in their setting they will notify Bob Farmer, Gemma Carr and Louise Adams at the Trust.	

Additional control measures	List additional control measures required to reduce risk
Additional cleaning times: key areas – morning, afternoon (lunchtime), and end of day.	

School Leader's comments	Insert comments relevant to assessment as appropriate

Name of School Leader	Signature of School Leader	Date

Risk assessment reviews	19 Janauray 2021
--------------------------------	------------------

Review date	Reviewed by	Reviewer signature	Remarks