



<b>School Name:</b>	St John's CE
<b>URN Number:</b>	104228

Expectations as at the 1 June 2020		
Year Group	Will you be providing provision from the 1 June 2020 (Y or N)	Predicted number of pupils?
Nursery	Whole school opening	357
Reception		
Year 1		
Year 6		

What are your 3 most significant risks identified in your risk assessment?	Children not observing social distance Adult to adult transmission Contamination from visitors who are unaware of procedures
Are there any additional issues you wish to flag with the LA in terms of your ability to re-open?	No

If you are not looking to extend provision from the 1 June what date have you discussed with your Governing Board as a possible date of extended opening?	
If you are not making a full offer, what provision is in place for pupils in these year groups?	
What factors, if any, are preventing you extending your offer to these year groups if you are not yet intending to open?	

Risk assessment for: Working safely during Coronavirus (staying COVID-19 secure)

Assessment date: 1<sup>st</sup>  
September 2020

Name of assessor: Andy Mills

**Model risk assessment MUST be made school specific by editing/deleting any part that does not apply and adding additional risks/hazards/controls specific to the school where appropriate**

What are the significant hazards?	Who might be harmed & how?	Existing controls (What are you already doing?)	Additional controls required (Do you need to do anything else?)	Residual risk rating*  L/M/H	1. Action by 2. Target date 3. Done date
Building and class occupancy levels	Teachers/Teaching assistants in the class  Children in the bubble  Parents	<ul style="list-style-type: none"> <li>• Cleaning will take place in the classrooms every morning- caretaker. Lunchtimes by members of staff and cleaners in the afternoon</li> <li>• Soft furnishing/toys to be removed from classrooms</li> <li>• Everyone to remain at their own desk</li> <li>• One way system implemented and displayed around school- change to entry/exit via multiple external doors allowing direct access to specified area minimising the need for a one way system</li> <li>• One adult in every Y1 and Y6 bubble to be in possession of mobile phone to phone the office in case of an emergency. Not required in EYs due to additional adult in each bubble</li> <li>• If numbers allow, some staff to be released to work from home- this has happened with teachers able to contribute to home learning</li> <li>• If there are some children home schooling due to health reasons then staff will need to be released to co-ordinate this</li> <li>• Bubbles to expand to class size including Nursery but not to mix</li> <li>• Teachers/staff can move between bubbles <b>IF ONLY STRICTLY NECESSARY</b> but not</li> </ul>	<ul style="list-style-type: none"> <li>• Children will be provided with stationery</li> <li>• No marking of books will take place</li> <li>• Children to sit in their own seats for the duration- they will also eat their lunch there</li> <li>•</li> </ul>		1.All staff  2.1 <sup>st</sup> June  3.

		<ul style="list-style-type: none"> <li>withdraw from different bubbles at the same time</li> <li>• Supply teachers and tutors to be allowed in school but must wash hands on entry and exit and adhere to all guidelines put in place</li> <li>• Teaching staff to remain 2m apart from children and other adults</li> <li>• Reminders to keep 2m distance to be posted around school</li> <li>• No large gatherings-daily collective worship in the classroom led by teacher or virtually</li> </ul>			
Segregation of pupils		<ul style="list-style-type: none"> <li>• Tables measured 2m distance</li> <li>• Designated toilets for each year group</li> <li>• Staggered start and finish times</li> <li>• Staggered break and lunch times</li> <li>• Different entry and exit points</li> <li>• Designated outdoor areas-still zoned off</li> <li>• Where possible group work is minimized</li> <li>• Two children to each table facing the front of the class. Teacher to predominantly teach from the front</li> <li>• Class bubbles can be taught by different teachers but WHERE POSSIBLE retain the same adults. PPA to be covered internally within year group</li> <li>• No contact sport in PE. On PE days children to come in their PE kit plus tracksuit if necessary to minimise movement through retrieval of kit/changing areas</li> <li>• No singing or sharing of brass woodwind instruments. Group sizes to be reduced to 15 or under for music. Music to be taught within year group bubbles, mainly theory and listening. To be reviewed in the light of any forthcoming guidance</li> <li>• Peripatetic teachers to teach children from same bubble. No sharing of instruments and to be cleaned. Bucket available for any extra</li> </ul>	<ul style="list-style-type: none"> <li>• Each child to work at the same table with their own equipment</li> <li>•</li> </ul>		<ol style="list-style-type: none"> <li>1.AM/all staff</li> <li>2.</li> <li>3.</li> </ol>

		<p>spit created! Peripatetic teachers to follow visitors guidelines</p> <p>No use of cloakrooms – children to store coats/bags under their table Children to have designated sinks to wash their hands. Encourage frequent hand washing and immediately on arrival and prior to departure</p> <p>Hand sanitisers placed on entry points Extra sink installed in Year 1 (BL) and mobile sink in Year 5/6 Hand sanitiser to be located in frequently used places- eg photocopier, kettle</p>			
<p>Staff and parent interaction. (Including meetings)</p>		<ul style="list-style-type: none"> <li>• Parents to drop children off only - no waiting on the playground</li> <li>• Where possible staff to guide children straight into school</li> <li>• Year 6 encouraged to walk to and from school</li> <li>• All communication through class dojo, Any further conversations, if needed, via telephone</li> <li>• Staff meetings to be held virtually via Teams</li> <li>• Staff meetings to be held in the hall to retain 2m distance. To be kept to minimum time frame with strict agenda adhered to. Staff meetings only held when necessary.-Staff meetings all virtual from November</li> <li>• Briefings to be held with one staff member from a team to relay information back and forth – replaced 2<sup>nd</sup> half of Autumn term with email communication</li> <li>• Parent's Evenings to be held only when safe to do so. Autumn term one is very doubtful- investigate other methods of communicating progress – telephone consultations</li> <li>• HT/DHT to be available via dojo/email. To</li> </ul>	<ul style="list-style-type: none"> <li>• Only one adult at a time in the Reception area</li> <li>•</li> </ul>		<ol style="list-style-type: none"> <li>1.All staff</li> <li>2.</li> <li>3.</li> </ol>

		<ul style="list-style-type: none"> <li>be made available to parents</li> <li>A record to be kept of all visitors to the school. This is to aid "Test and Trace". School to fully co-operate with Test and Trace</li> <li>Marking to be kept to a minimum- to be discussed in September</li> </ul>			
Staff and Staff interaction		<ul style="list-style-type: none"> <li>Maximum of four people in the staff room- notice displayed/ use of hall, art room for lunch breaks?</li> <li>Staggered break and lunch to avoid congestion</li> <li>Teachers to restrict time in school</li> <li>Teachers to arrive 8-00, Teaching assistants from 8-30 office staff 8-30</li> <li>Reminders of 2m distancing to be displayed. Verbal reminders when necessary</li> <li>Adults to wear masks when working closely with children (eg Fastening coats) Visors can be worn when teaching</li> <li>Masks to be worn when interacting with other members of staff or parents</li> <li>Added table in the hall to reduce numbers around a table</li> <li>All staff meetings and briefings to be virtual and only when necessary</li> </ul>	<ul style="list-style-type: none"> <li>Disabled toilets to be designated for gents</li> <li>Gents toilet area a second area for ladies</li> <li></li> </ul>		<ol style="list-style-type: none"> <li>All staff</li> <li></li> <li></li> </ol>
Statutory and best practice inspections		<ul style="list-style-type: none"> <li>Photocopying to be emailed to office staff well in advance</li> <li>Office staff to leave it in designated box per bubble</li> <li>Staff to be informed of new fire procedure and exit points specific to their bubble</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>		<ol style="list-style-type: none"> <li>All staff</li> <li></li> <li></li> </ol>
Contamination on surfaces including toys and equipment		<ul style="list-style-type: none"> <li>All non-essential items to be removed from teaching areas and corridors</li> <li>Soft furnishing and toys to be stored safely</li> <li>Regular sanitising of</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>		<ol style="list-style-type: none"> <li>All staff Cleaning and caretaking team</li> <li></li> </ol>



		<p>equipment. Before, during and after school</p> <ul style="list-style-type: none"> <li>Limited use of outdoor equipment.</li> </ul>				3.
		<ul style="list-style-type: none"> <li>All areas of school to be thoroughly cleaned at the end of every day now twice a day</li> <li>Training delivered by Cleaning services on safely making, distributing and using cleaning fluid</li> <li>Prior to opening a thorough clean of the whole school</li> <li>All frequently touched areas to be identified and cleaned throughout the day eg door handles, light switches, working areas</li> <li>All internal doors to remain open( other than fire doors)</li> <li>External doors to be operated by the same person (no use of the touch pad)</li> <li>Children to only handle their own equipment</li> <li>Children to store equipment in their own trays/drawers</li> <li>Used tissues to be placed and sealed in small bag and then placed in the bin</li> <li>All outside play equipment, science equipment, PE equipment and toys to be fully sanitised after every use</li> <li>Pupils and staff have</li> </ul>				

		<p>individual equipment provided where possible including paper and pens</p> <ul style="list-style-type: none"> <li>Classroom resources can be shared between the bubble but must be cleaned after every use</li> </ul>			
Lack of effective cleaning		<ul style="list-style-type: none"> <li>All areas of school to be thoroughly cleaned at the end of every day</li> <li>Prior to opening a thorough clean of the whole school</li> <li>All frequently touched areas to be identified and cleaned throughout the day eg door handles, light switches, working areas</li> <li>All internal doors to remain open( other than fire doors)</li> <li>External doors to be operated by the same person (no use of the touch pad)</li> <li>Children to only handle their own equipment</li> <li>Teachers not to mark work and children to return their books etc to their trays/drawers</li> </ul>	•		<ol style="list-style-type: none"> <li>Cleaning and caretaking staff</li> <li></li> <li></li> </ol>
Lack of effective ventilation		<ul style="list-style-type: none"> <li>Windows in every classroom to be open</li> <li>All external doors to be opened as long as they are not presenting a safeguarding risk</li> <li>Servicing of ventilation and Air conditioning units prior to re-opening</li> <li>Internal,non-fire doors to be opened</li> <li>Air purifiers added to classrooms with little natural ventilation</li> <li>During the colder weather windows/doors to be shut before school to allow school to warm up. Then opened for ventilation just prior to children entering the building</li> <li>All external doors to be closed and locked for safety purposes (music room door closed but unlocked)</li> </ul>	•		All staff/caretaker

Personal Hygiene, toilet, shower and changing facilities		<ul style="list-style-type: none"> <li>• Hand sanitiser to be made available to all staff</li> <li>• Hand sanitiser on each entry and exit point</li> <li>• Soap regularly checked in every sink area</li> <li>• Bins in every teaching area</li> <li>• Children taught to carefully dispose of used tissues in the small disposable bag provided and then placed in the bin</li> <li>• Changing facilities sanitised after each use</li> <li>• Large quantity of paper towels ordered and used in place of hand dryers</li> <li>• The wearing of jewellery, staff and children, to be strongly discouraged</li> </ul>	<ul style="list-style-type: none"> <li>• DFE signage to be displayed around school</li> <li>•</li> </ul>		<ol style="list-style-type: none"> <li>1.All staff</li> <li>2.</li> <li>3.</li> </ol>
Staff at increased risk from the virus	Mum to be	<ul style="list-style-type: none"> <li>• All staff to be risk assessed</li> <li>• PSA to offer support for mental health issues</li> <li>• Staff encouraged to open up about concerns</li> <li>• A culture of openness in school to discuss issues</li> <li>• All staff to have their temperature checked on entry into the building</li> <li>• From 1<sup>st</sup> August 2020 staff members who are clinically vulnerable may be able to work at school but social distancing must be adhered to</li> <li>• People who are living with those clinically vulnerable can attend</li> <li>• Those who have been abroad to a country NOT offered the protection of an air bridge scheme to be quarantined and work from home for two weeks</li> <li>• Mum to be is considered to be clinically vulnerable</li> <li>• Practise frequent and thorough hand washing and cleaning of workspaces and adhere to social distancing</li> <li>• Avoid crowded areas and mixing with other members of staff and parents where possible</li> </ul>	Weekly meetings to discuss working conditions- either delivering remote learning from home or in own classroom socially distanced from children and other staff		<ol style="list-style-type: none"> <li>1.All staff</li> <li>2.</li> <li>3.</li> </ol>



		<ul style="list-style-type: none"> <li>• Remain specific bubbles</li> <li>• Weekly meeting with pregnant member of staff to ensure well being</li> <li>• Measures to be discussed and put in place for when she enters the third trimester of pregnancy</li> </ul>	To be reviewed weekly		
Pupils at an increased risk from the virus		<ul style="list-style-type: none"> <li>• Any pupils shielding either themselves or household members told to stay at home, to be communicated via parent mail additional arrangements will be made for their education</li> <li>• Any queries to be directed to HT who will take expert medical advice</li> <li>• Parents of medically vulnerable children to be encouraged to take medical advice about returning but from 1<sup>st</sup> August most will be able to attend. Strict social distancing of 2m to be adhered to</li> <li>• Any advised that social distancing to be strictly implemented not to return to school</li> <li>• All children to have their temperature checked on entry into the building</li> <li>•</li> </ul>	•		<ol style="list-style-type: none"> <li>1.All staff/parents</li> <li>2.</li> <li>3.</li> </ol>
Visitors and contractors		<ul style="list-style-type: none"> <li>• Visitors and contractors only in school if absolutely essential</li> <li>• Advance appointments to be made in all circumstances and where possible queries answered over the phone</li> <li>• Window not to be opened to visitors in Reception area</li> <li>• All signing in to be completed by office staff to restrict use of equipment</li> <li>• All visitors to have temperature checks and wash hands on arrival and wear face masks whilst on site</li> <li>• No contractors allowed in who are showing symptoms</li> <li>• Record of all visitors to comply with Test and</li> </ul>	•		<ol style="list-style-type: none"> <li>1.All staff/contractors</li> <li>2.</li> <li>3.</li> </ol>

		Trace			
Staff with symptoms of the virus		<ul style="list-style-type: none"> <li>• Staff who have any symptoms are advised not to attend work and should make contact with their manager and NHS services for further advice</li> <li>• All ill staff to work from home</li> <li>• Any symptoms evident in staff, staff to be sent home and advised to immediately take tests (limited tests available in school)</li> <li>• Any positive cases to be reported to Walsall Health Protection Team 01922 658065 Staff not to return until a negative test or in the case of living with a positive case and being non-symptomatic no return until the 15<sup>th</sup> day.</li> </ul>	•		<ol style="list-style-type: none"> <li>1. All staff</li> <li>2.</li> <li>3.</li> </ol>
Pupils with Symptoms of the virus		<ul style="list-style-type: none"> <li>• Child to be sent home immediately if displaying symptoms (they will wait in the Language Centre, which will be used as an isolation unit)</li> <li>• Staff to be provided with PPE when dealing with sick children.</li> <li>• Masks, aprons and disposable gloves available for all staff</li> <li>• Equipment to be disposed after use and staff member to wash their hands</li> <li>• JH has attended training</li> <li>• Any positive cases to be reported to Walsall Health Protection Team 01922 658065 and then National Helpline</li> </ul>	•		<ol style="list-style-type: none"> <li>1.All staff</li> <li>2.</li> <li>3.</li> </ol>

Deliveries and collections		<ul style="list-style-type: none"> <li>• All deliveries to be left in the reception area</li> <li>• Bulk deliveries ordered</li> <li>• Heavy lifting, where possible, to be carried out by people living in the same household</li> <li>• Hand sanitiser in the reception area</li> <li>• Staff not to direct personal deliveries to school</li> <li>• All parcels to be sprayed with anti- covid disinfectant before handled</li> <li>• Glass hatch not to be opened to postman etc</li> </ul>	•		<ol style="list-style-type: none"> <li>1. Office staff</li> <li>2.</li> <li>3.</li> </ol>
Access and Egress		<ul style="list-style-type: none"> <li>• Teaching staff to arrive between 8-00 and 8-45 through different entry points</li> <li>• Virtual sign in/out through Whatsapp to be managed centrally</li> <li>• Teaching staff to leave between 4-00 and 4-30 or as soon as possible</li> <li>• Office staff to leave between 3-30 and 4-00 through designated areas</li> <li>• Hand sanitation available at entry and exit points</li> <li>• No use of touch based security</li> <li>• Storage for personal items in classrooms</li> <li>• Adhere to one way system at all times staff to treat their area as their own school , entering via different external doors and then be respectful of entering other zones</li> </ul>	•		<ol style="list-style-type: none"> <li>1. All staff</li> <li>2.</li> <li>3.</li> </ol>
Common areas		<ul style="list-style-type: none"> <li>• All timings throughout the day to be staggered</li> <li>• Frequent use of outdoors</li> <li>• Lunches to be collected from designated areas by member of staff from their bubble - left on a table</li> <li>• Grab bag option only</li> <li>• All staff to bring own lunch and drinks</li> <li>• Restricted use of staff room- chairs have</li> </ul>	•		<ol style="list-style-type: none"> <li>1. All staff</li> <li>2.</li> <li>3.</li> </ol>

		<ul style="list-style-type: none"> <li>been removed to enable social distancing</li> <li>All staff encouraged to bring own food</li> </ul>			
Moving around the building		<ul style="list-style-type: none"> <li>Staff and pupils to remain in their designated areas- both in the classroom and the outdoor area.</li> <li>Each year group to have their own designated toilets and exit points</li> <li>Equipment use to be specified for each year group</li> <li>Staggered arrival and departure times</li> <li>Specific areas to be no go zones for children (ICT room/music room/hall)</li> <li>Hall can be used for small staff groups for lunch</li> </ul>	•		<ol style="list-style-type: none"> <li>Staff and children</li> <li></li> <li></li> </ol>
Work places and work stations		<ul style="list-style-type: none"> <li>Empty classrooms strategically located between teaching groups</li> <li>Workstations 2m apart</li> <li>Office workstations turned so back to back or perpendicular</li> <li>No hot desking</li> <li></li> </ul>	•		<ol style="list-style-type: none"> <li>All staff</li> <li></li> <li></li> </ol>
Meetings		<ul style="list-style-type: none"> <li>MS Teams set up and already in place for staff</li> <li>Staff to use own equipment</li> <li>Office staff to work on a rota basis where possible to restrict numbers in offices</li> <li>Hall to be used for staff meetings. Only to be held when necessary and with only relevant staff</li> </ul>	•		<ol style="list-style-type: none"> <li>AM/all staff</li> <li></li> <li></li> </ol>



<p>Accidents, incidents and emergencies</p>		<p>All training is up to date- some have completed online courses during lockdown period  First aid stock audited  PPE equipment ordered and utilised  Assembly points to be reviewed with social distancing in mind  Emergency sanitation equipment stored in first aid area  Fire alarms tested every Friday  All fire exits to remain available  All staff to know that one way systems to be abandoned in the case of a fire  Fire plan takes into account groupings with available adults  All keys available to external gates- they are located by the nearest exit/entry point  For a Paediatric casualty – There is an acceptance that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child. The advice from the Resuscitation Council (UK) is that rescue breaths should be undertaken as ventilations are crucial to the child’s chances of survival</p> <ul style="list-style-type: none"> <li>• Guidance as above will be followed in the event of an emergency. CPR face shields would minimise cross contamination.</li> <li>• Defibrillator to be used if necessary.</li> </ul>			<ol style="list-style-type: none"> <li>1.All staff</li> <li>2.</li> <li>3.</li> </ol>
<p>Parent queuing outside school</p>		<ul style="list-style-type: none"> <li>• Parents to be advised to drop and go</li> <li>• Staff will usher children into school</li> <li>• Parents to wait in cars or away from the school until designated opening times</li> <li>• Staff to be responsible for promptly dismissing their bubble of children</li> <li>• Parents not to congregate or wait in the</li> </ul>	<ul style="list-style-type: none"> <li>• Distancing measures and posters on gates and fence</li> </ul>		<ol style="list-style-type: none"> <li>1.AM/parents</li> <li>2.</li> <li>3.</li> </ol>

		<p>playground</p> <ul style="list-style-type: none"> <li>• Greater degree of flexibility on arrival/departure times .Once first year group (Y6) are in/out then the next one starts. This reduces parent waiting time.</li> <li>• Double gates at the bottom of the playground to be used as entry and exit for upper KS2 (Lower KS2)</li> <li>• Degree of flexibility allowed on entry into school to avoid congestion on pavement</li> <li>• Year 6 children to depart via Nursery Gates to decrease congestion</li> <li>• Parents to be advised to wear masks when dropping and collecting</li> <li>• One parent per family</li> </ul>			
Transport to and from school		<ul style="list-style-type: none"> <li>• Year 6 children to be encouraged to walk along Brook Lane- social distance advised</li> <li>• Parents advised to park on the extensive car park at the top of Brook Lane</li> <li>• Those requiring public transport can arrive later to avoid congested buses etc</li> <li>• Staff to be advised to walk or cycle to school where possible to ease congestion on the car park</li> <li>• Children to carry own lunch boxes</li> <li>• Children to be constantly reminded about washing their hands on immediate arrival in school or at home</li> <li>• These instructions have been communicated by letter and easy to read leaflet.</li> </ul>	•		<ol style="list-style-type: none"> <li>1.AM/parents</li> <li>2.</li> <li>3.</li> </ol>
Communication of control measures to staff, pupils and parents		<ul style="list-style-type: none"> <li>• Communication via regular briefing emails, Whatsapp groups or MS Teams</li> <li>• All staff to be reminded about social distancing and to not engage in informal communication with parents</li> <li>• Children to be taught social distancing as a regular feature of PSHE lessons</li> <li>• Parents to be asked to tell their children</li> </ul>	•		<ol style="list-style-type: none"> <li>1.All staff</li> <li>2.</li> <li>3.</li> </ol>

		<ul style="list-style-type: none"> <li>about safety measures before returning to school</li> <li>Any new guidance and training (including risk assessments) to be shared with all staff</li> </ul>			
PPE provision		<ul style="list-style-type: none"> <li>PPE has been ordered, masks already in plentiful supply</li> <li>Aprons ordered</li> <li>Regular audit to ensure we have high quantities of stock</li> <li>All administration of first aid PPE will be required</li> </ul> <p>Full stock of PPE available</p>	•		1.AM/AE 2. 3.
Teaching pupils with SEN		<ul style="list-style-type: none"> <li>Risk assessment to be completed for each child with EHCP or in receipt of 1-1</li> <li>SEN children with underlying health conditions to seek expert medical approval before returning to school</li> <li>1-1 to maintain 2m distance at all times</li> <li>To sit perpendicular NOT opposite</li> <li>Interventions/observations by external staff can continue as normal but must follow the visitor's protocol.</li> <li>Staff delivering interventions to have a designated area in each year group bubble</li> </ul>	•		1.AM/JH 2. 3.
Educational Visits		<ul style="list-style-type: none"> <li>Non-overnight domestic educational visits may resume however caution urged when sharing with members of the public</li> <li>Undertake full and thorough risk assessment in relation to all educational visits as normal. Additionally consider control measures needed to be used to reduce the risk of COVID</li> </ul>	•		

**This risk assessment has been completed based on the national and local guidance at the time of completion having taken account of the additional risks/hazards/controls specific to this school.**

**Signature:** .....

**Date:** .....

\* Optional – Residual risk (after additional controls are in place): column can be used by teams dealing with more hazardous activities to prioritise risks

<b>Date reviewed</b>	<b>Amendments made</b>	<b>Reviewed by</b>	<b>Next review</b>
Summer term	<b>In red</b>	<b>AM</b>	
Sep 2020	<b>In black</b>	<b>AM</b>	
Oct 2020	<b>orange</b>	<b>AM</b>	
Nov 2020	<b>green</b>	<b>AM</b>	
Jan 2021	<b>turquoise</b>	<b>AM</b>	