



West Alvington C of E Academy Summary Risk Assessment: Phased Opening For Schools During Covid-19

In September schools will reopen to all pupils. This risk assessment outlines the proposed risks and measures we have put in place to minimise the risk of transmission of COVID-19.

School: Charleton C of E Primary School	Risk Assessor: Katie Coombe and Trust Health and Safety Lead
Description of Risk Assessment	Assessment of risk involved in the full reopening of school and nursery sites following the COVID-19 lockdown. It is the government's plan that all pupils in all year groups will return to school full time from the beginning of the Autumn Term. While COVID-19 remains in the community schools must make judgements about how to balance and minimise risks from Covid-19 with providing a full educational experience for children. Schools must work through the System of Controls and adopt measures which address the risk in full opening and delivering a full curriculum. The System of Controls are actions that schools Must take and are grouped into 'prevention' and response to infection'. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools

Identified Risk	Measures To Manage and Reduce Risk	Risk after measures in place	Who is Responsible
1.	<p>Entrance and exit to the school site causing large groups of parents inside school grounds and compromising social distancing requirements.</p> <ul style="list-style-type: none"> ● Staggered drop off and collection times and use of multiple entrances. ● Parents will be directed to bring children to the allocated entrance at the allocated time maintaining social distance. ● Parents will be asked to be punctual to avoid cross contamination of bubbles. ● Signage will be clear and there will be a member of staff on duty at each entrance to welcome the children in ● Parents will not be able to converse with staff members at this point, they will be asked to phone the office or send an email if they need to speak to a member of staff ● Parents will be expected not to gather and to disperse as soon as they have dropped off their child. ● Parents will then leave via the main gate to the carpark. ● Signage to remind parents of social distancing expectations ● Adults and children over 12 expected to wear face coverings during pick up and drop off times ● Staff to wear face masks at drop off and pick up times 		Head SLT Staff
2.	<p>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</p> <ul style="list-style-type: none"> ● Parents will not have access to the reception during the morning drop off or afternoon collection times. They will be directed to telephoning the school office or sending an email ● Deliveries will be requested to not arrive at this time ● Arrangements will be in place to segregate essential visitors, however the first priority will be to avoid arriving at drop off/collection times ● Correspondence to parents reminds them not to gather in the reception ● Staff take responsibility to remind visitors to follow social distancing guidelines 		Head SLT Staff
3.	<p>Parents gathering at the school gate not social distancing.</p> <ul style="list-style-type: none"> ● Drop off and collections have been planned to minimise adult to adult contact ● Member of staff on duty will pause parents if there is a build up and ask them to wait at 2m before they can enter the school site, only entering when the blockage is clear ● Only 1 parent/adult to be allowed on site to drop off/collect 		Head SLT Staff

		<ul style="list-style-type: none"> • Parents are regularly reminded that they cannot gather at the entrance gates or doors, and that they should not enter the building unless they have a pre-arranged appointment. • Staff to ensure that they are prompt at both the beginning and end of the day • Parents to wear face coverings for drop off and pick ups • Staff to wear face coverings for drop off and pick up times and ensure that they maintain social distancing from parents 		
4.	Increased numbers during breaks compromising social distancing.	<ul style="list-style-type: none"> • Break times to be taken in different outdoor areas where possible - Field area, playground. • Break times will be staggered and covered by the adults designated to that group. • The designated first aiders would need to treat any emergencies and these may be outside of their pod. If so, they would wear appropriate PPE (Mask, gloves, goggles, apron) and wash hands before and after. 		Head SLT Staff
5.	Increased numbers during lunchtime, including food service and consumption compromising social distancing and increasing the risk of transmission	<ul style="list-style-type: none"> • Oak pupils with packed lunches will eat their lunch in their classroom to enable space in the hall for distancing. Oak class pupils with school dinners will be served first and return to class to eat their lunch. • The children in Hazel class (N/R/1/2) will eat their lunch under the supervision of the adult(s) designated to their group in the hall. • .Children will eat their lunch at their designated desk space. • The adult would ensure that all table surfaces are wiped down before and after using the disinfectant spray and cloth provided and children wash their hands before eating lunch. • At their designated playground slot, they would move outside to their play zone. 		Head SLT Staff
6.	Changes to building use being safe for pupils &	<ul style="list-style-type: none"> • Risk assessment for changes and monitoring ensure fire, first aid and other Health and Safety needs are met. 		Head SLT

	staff– e.g. storage, one way systems, floor tape	<ul style="list-style-type: none"> • The doors leading to the staircase to Start Point class will be no entry or exit to pupils apart from access at lunchtimes and to allow Good Shelter pupils to access the cloakroom. This will be under adult supervision (staff will need to use this route to the toilet) • A cone corridor will be required in the playground to mark the route from the hall door through the playground to the toilets. • The bottom end of the playground will be no entry for play. 		Staff
7,	The configuration of classrooms and teaching spaces does not support compliance with system of controls	<ul style="list-style-type: none"> • Furniture organised so that children are facing forward in 3/4/5/6 class. • Where possible, furniture not in use should be removed from classrooms and teaching spaces. • Clear signage displayed in classrooms promoting social distancing. • Allow space for adults to be socially distanced for children where possible. • Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security, and safeguarding) 		Head SLT Staff
8.	Social distancing guidance is breached when pupils circulate in corridors	<ul style="list-style-type: none"> • Pupils in Hazel class will only use the corridor running along the wall of Oak class when accessing the hall for lunch or lessons and under adult supervision 		Head SLT Staff
9.	Staff rooms and offices not able to comply with social distancing and safe working practice	<ul style="list-style-type: none"> • Avoiding unnecessary gatherings • Staff room operates on a 2 in 2 out basis. • Photocopier use operates on a 1 in 1 out basis. Limit photocopier use to before school, after school and times when the administrator is not in school where possible. 		Head SLT Staff
10	Ventilation to reduce spread	<ul style="list-style-type: none"> • Open windows and doors where safe to do so (bearing in mind fire safety and safeguarding) 		Head SLT Staff
11	Risk of transmission from staff when working between bubbles	<ul style="list-style-type: none"> • Adhere to systems of controls, including; Frequent hand washing Use of hand sanitiser • Maintaining social distance when in different bubbles 		Head SLT Staff

		<ul style="list-style-type: none"> ● Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach ● Minimise contact between individuals and maintain social distancing wherever possible Wear PPE when appropriate. 		
12	Risk of transmission from staff working 1:1 and small/close group working	<ul style="list-style-type: none"> ● Adhere to systems of controls, including; Frequent hand washing Use of hand sanitiser ● Maintaining social distance when in different bubbles ● Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach ● Minimise contact between individuals and maintain social distancing wherever possible Wear PPE when appropriate. 		Head SLT Staff
13	The mental health and wellbeing of staff has been adversely affected	<ul style="list-style-type: none"> ● Full staff audit undertaken to identify particular needs and mental wellbeing issues. ● Staff will need regular breaks, lunch and toilet breaks. ● Counselling service is available to all staff. 		Head SLT Staff
14	Contaminated surfaces spreading virus.	<ul style="list-style-type: none"> ● Remove unnecessary and difficult to clean items from classrooms and other learning environments where there is space to store it elsewhere. ● Regular cleaning, high touch/traffic areas will need particular attention. ● Teachers instruct and remind pupils to adopt the 'catch it, bin it, kill it' approach for coughs and sneezes. ● All tissues are to be disposed of into a lidded bin, and hands washed for 20 seconds. ● Rooms to be used to be stripped of anything non essential to give extra space to move and less surfaces to cause risk. ● Children will be informed not to bring any items except lunch box, coat, PE Kit, Pencil case (KS2 only) and a water bottle into school. ● Surfaces will be wiped by staff before and after lunch/break. ● Children will be directed to wash their hands regularly. ● Toilets will be cleaned twice daily. ● All classrooms have lidded bins. 		Head SLT Staff

		<ul style="list-style-type: none"> In the staffroom, there will be cleaning products for each member of staff to use before and after they eat. 		
15	Using play equipment - multiple use	<ul style="list-style-type: none"> Only to be used if the equipment can be appropriately cleaned using the correct chemical between groups of children and only one group at a time. Outdoor play equipment such as playtrails and climbing frames will not be used due to intricate and difficult to clean parts. 		Head SLT Staff
16	Shared resources and equipment increasing spread	<ul style="list-style-type: none"> The equipment in classrooms cannot be shared across pods. All resources must be wiped down and sanitised each day by the adults in that pod. If an item cannot be safely wiped down, then it should not be used between the children and will be stored. 		Head SLT Staff
17	Cleaning staff and hygiene contractors capacity - providing additional requirements	<ul style="list-style-type: none"> Assessment of capacity for in house cleaning. SLT will oversee cleaning of the school with daily checks. All staff must be made aware that surfaces and floors in their rooms must be cleared each night before the cleaners arrive. The class teachers will be responsible for this. Class teachers will be responsible for any cleaning of excess resources used during the day by their pod. 		Head SLT Staff
18	Children do not return to school due to parental concern	<ul style="list-style-type: none"> The school communicates clearly to parents that it is compulsory to return children to school Parents will have detailed information about how the return to school will look this will include a risk assessment and detail about the arrangements in place The usual attendance strategies will be used including penalties for non-attendance 		Head SLT Staff
19	Pupils will have fallen	<ul style="list-style-type: none"> Teachers will use a range of strategies to assess the gaps in learning 		Head

	behind in their learning during school closures and achievement gaps will have widened	<p>at the beginning of the term.</p> <ul style="list-style-type: none"> ● Curriculum planning will be adapted to address identified gaps ● Remote learning will be available for children who are self-isolating ● Plans for intervention are in place for those pupils who have fallen behind in their learning ● CPD will ensure that all adults will be able to effectively meet the needs of all children through the curriculum 		SLT Staff
20	Sufficient handwashing facilities for staff and pupils	<ul style="list-style-type: none"> ● Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments – the correct sanitiser 70% alcohol. ● Soap and warm water is the preferred cleaning method. All classrooms used will have a sink, soap and sanitiser for all to access. 		Head SLT Staff
21	Pupils and staff forget to wash their hands regularly and frequently	<ul style="list-style-type: none"> ● Time for frequent hand cleaning is built into every part of the day, in line with the Government guidance . ● Washing will be carried out; <ul style="list-style-type: none"> Before and after preparing, handling and eating food. After using the toilet. After exposure to any external activities and environments such as playtimes After coughing, sneezing and blowing of nose. After Cleaning. After dealing with any first aid/illness cases. ● Review the guidance on hand cleaning and introduce hand washing songs for younger children. ● Hand sanitiser per classroom and at main entry and exit points. ● Teachers use the handwashing posters which will be displayed in toilets. Teachers use ebug resources. ● Parents informed of the handwashing requirement and to reinforce it at home. 		Head SLT Staff

22	Sufficient supplies of soap and cleaning products	<ul style="list-style-type: none"> • Audit of products within school and further ordering has already taken place so that there is sufficient. • Stock levels regularly reviewed by Premises manager and overseen by HOA. • Central stock maintained and overseen by Trust Premise and Site Manager. 		Head SLT Staff
23	Toilets being overcrowded risking hand washing and not compliant with social distancing	<ul style="list-style-type: none"> • Limiting the number of children or young people who use the toilet facilities at one time. • Toilets for children will be 1 in 1 out.. Children will be reminded about hand washing for 20 seconds. 		Head SLT Staff
24	Staff with underlying health issues or those who have previously been shielding are not identified and so measures have not been put in place to protect them	<ul style="list-style-type: none"> • A risk assessment is undertaken for vulnerable groups. • All members of staff are expected to return to work. • The most vulnerable should take particular care to stringently adhere to the protective measures/ system of controls. • Members of staff who live with family members who were previously shielding can return to work. • School leaders should consider how they deploy colleagues flexibly to enable them to be as safe as possible. 		Head SLT Staff
25	Pupils who were previously shielding are not identified and so measures have not been put in place to protect them	<ul style="list-style-type: none"> • Children who were previously shielding can return to school following appropriate measures. • Parents may wish to consult their specialist health professional about the return of their child to school. • Should transmission rates rise locally, then children who are extremely clinically vulnerable will be advised to resume shielding. • Should children have to stay at home for health reasons, they will have full access to remote learning. 		Head SLT Staff
26	Risk to Children with EHCP	<ul style="list-style-type: none"> • Complete individual risk assessment before deciding on attendance or what additional control measures need to be introduced. • Ensure the same adult is assigned to children needing one to one provision as some children will need additional support to follow measures. 		Head SLT Staff

27	Children with SEND require additional support following school closures	<ul style="list-style-type: none"> • Appropriate support should be identified for children with SEND • Children should be provided with the support that meets their needs, including adapted support in class, intervention. 		Head SLT Staff
28	Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	<ul style="list-style-type: none"> • There are sufficient numbers of trained staff available to support pupils with mental health issues. • There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. • Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). • Additional pastoral and extra-curricular activities for targeted children Resources/websites to support the mental health of pupils are provided. 		Head SLT Staff
29	Increased Safeguarding disclosures following pupils extended period in lockdown	<ul style="list-style-type: none"> • Child protection policy to be revised to reflect the full return of all children. • Ensure that communication with other agencies e.g. social care, school nurses is excellent 		Head SLT Staff
30	Pupils' behaviour on return to school does not comply with social distancing guidance	<ul style="list-style-type: none"> • Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, and floor markings. • For young children this is done through age-appropriate methods such as stories and games. • Large gatherings are avoided. • The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. • Messages to parents reinforce the importance of social distancing. 		Head SLT Staff
31	New children start school without an adequate induction/transition programme	<ul style="list-style-type: none"> • A plan is in place for children to transition into reception. • Regular communications with the parents of incoming pupils are in place, including letters, newsletters and calls. 		Head SLT Staff
32	Member of staff or Pupil becoming unwell with symptoms of COVID19	<ul style="list-style-type: none"> • If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. 		Head SLT Staff

		<ul style="list-style-type: none"> • If a child needs to be supervised whilst showing symptoms of COVID-19 and social distancing is not possible, the staff member must wear full PPE in line with the Government Guidance. • In the event that a member of staff presents with symptoms, they will immediately remove themselves from the school having notified a member of staff, at a safe distance, as well as confirming where they've been and with whom so cleaning can be immediately initiated to any affected areas and contacts within school closely monitored. • The member of staff will, as soon as they are able, arrange to be tested and will provide the school with the test results as soon as practicable. 		
33	Staff or pupil testing positive for COVID 19 after being in school	<ul style="list-style-type: none"> • Staff sign in sheets will be in use at all sites to support track and trace • Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. • On confirmation that a member of a class cohort, either child or member of staff, has had a positive test, ensure they stay at home for 8 days (day of onset + seven days). • The rest of their household need to self-isolate for 14 days. 		Head SLT Staff
34	Educational provision must still be maintained for children who are not able to attend school because they are self-isolating or are unable to return for a valid reason.	<ul style="list-style-type: none"> • Google classroom used to set work, share video clips of lessons and provide feedback on work. Home learning packs emailed to families. 		Head SLT Staff
35	Local levels of confirmed COVID cases increase (localised second wave). Causing local lockdown and school closure	<ul style="list-style-type: none"> • Follow guidance, advice and plan from local authority and PHE Contingency plan will be in place for the event of a local or second lockdown. This will include a remote education plan enabling immediate access to remote education 		Head SLT Staff
36	Staff are not trained in new procedures, leading to risks to health	<ul style="list-style-type: none"> • The first day of Autumn term will be a day dedicated to cleaning and implementing safety measures. This will also enable training of all staff. A CPD programme is in operation for all staff prior to reopening, and includes: Infection control Fire safety and evacuation procedures 		Head SLT Staff

		Constructive behaviour management Safeguarding Risk management Compliance with Covid 19 enhanced hygiene and social distancing procedures will be monitored to ensure best practice is maintained		
37	Face to face CPD and cross trust working increasing the transmission of the virus.	<ul style="list-style-type: none"> In school CPD continues to take place, either socially distanced, or online. Outside areas can also be utilised while weather and seasons allow. Cross trust meetings will take place online. 		Head SLT Staff
38	Provision and use of PPE for staff where required is not in line with government guidelines	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Adequate training / briefing on use and safe disposal Follow guidance on putting on and taking off standard PPE 		Head SLT Staff
39	Routine use of PPE	<ul style="list-style-type: none"> Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way 		Head SLT Staff
40	Commuting to school including public transport having an adverse effect on attendance and punctuality. Also risk of increasing transmission of virus	<ul style="list-style-type: none"> The details of how pupils will travel to and from school are known prior to opening. Consider school transport arrangements and where possible encourage parents and children and young people to walk or cycle to school. Liaise with School Transport Team where further consider needs to be given to taxi and escort services. Where using public transport, children and their families should wear face coverings. Use of hand sanitiser where possible. Distancing on public transport where possible.. 		Head SLT Staff
41	Kitchen facilities not complying with latest Covid19 guidance to reduce risk of infection/contamination. Also Increased risk of food poisoning due to prolonged service delivery (staggering times)	<ul style="list-style-type: none"> Follow usual food safety and hygiene procedures and Government guidance for catering establishments https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19 Ensure Health & Safety policies are followed 		Head SLT Staff

42	<p>Visitors: parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety</p> <p>Social worker and therapist visits</p>	<ul style="list-style-type: none"> ● Tell parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus. ● Only pre-arranged calls will be allowed on site ● Deliveries where a delivery time before or after school opening/closing is not possible will be left in a safe and secure place until Site team are able to move. ● A record of all visitors to the site will be kept. ● Visits from contractors will be planned for outside of school hours unless emergency ● Visitors to the site are expected to wear face masks and use handwashing facilities/sanitiser stringently 		Head SLT Staff
43	<p>Poor or lack of communications to parents and staff</p>	<ul style="list-style-type: none"> ● Communications strategies for the following groups are in place: Staff - Email, briefings, posters in shared areas, CPD Pupils - Bubble booklet sent home to explain expectations, staff teach strategies for handwashing etc., staff model correct behaviour and remind pupils where necessary, new pupils are updated on expectations. Parents - Email, newsletters, verbal reminders at drop off and pick up. Governors/Trustees- LGC meetings, updates from EHOA and HOA. Local authority- Updates as required sent by HOA Professional associations- Updates as required sent by HOA Other partners e.g childrens' services - Updates as required sent by HOA 		Head SLT Staff
44	<p>Parent aggression due to anxiety and stress.</p>	<ul style="list-style-type: none"> ● Tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact ● Staff will follow the policy when dealing with violence, threatening behaviour and abuse following any incidents of parent aggression. 		Head SLT Staff
45	<p>Usual school events cannot take place due to protective measures</p>	<ul style="list-style-type: none"> ● School events should be considered for adaptation or postponement/cancellation. ● Every opportunity should be taken to adapt activities e.g. use of technology, move outside, split people into smaller groups ● Assemblies/ Collective Worship should take place with only one bubble at a time. 		Head SLT Staff
46	<p>Spread of virus due to increased numbers of</p>	<ul style="list-style-type: none"> ● Inform parents that if their child needs to be accompanied to school only one parent should attend 		Head SLT

	unnecessary people within the building or grounds.			Staff
47	Staff unsure of emergency procedures. Staff and pupils not evacuating the building. Pupils being too close at muster points, not socially distancing.	<ul style="list-style-type: none"> Staff to be reminded of the evacuation procedures and instructed to read the evacuation policy In emergency situations, the priority is to ensure that the building is evacuated to the muster points. Any changes to the emergency procedures will be disseminated to all staff at the academy. 		Head SLT Staff
48	Negative impact on reputation of the school, perceived by parents/staff/media etc, following a confirmed COVID case in the school which has spread to other pupils/staff.	<ul style="list-style-type: none"> The risk of spread has been considered and actions will be taken in line with the government guidance. Actions are implemented as far as is reasonably practicable. A response to Parents/Staff/Media has been drafted for the event of an outbreak within the Academy 		Head SLT Staff
49	ICT Provision – ICT failure or significant issue which requires IT team to attend the occupied academy. If not addressed, staff are not able to teach the curriculum in class. or remotely. The use of shared computer keyboards and mice / mouse pads / tablet style computers is a high risk area as they are hard surfaces.	<ul style="list-style-type: none"> IT team are able to dial in remotely to resolve many ICT issues. When this is not possible and a site visit is required, staff will follow the same social distancing guidance as visitors Cleaning of IT equipment will be done in line with the national guidance 		Head SLT Staff
50	Ability to offer wrap around care whilst maintaining compliance with social distancing and not mixing	<ul style="list-style-type: none"> Extracurricular provision spaces must be booked at least one month in advance. Bookings made without a month's notice can not be considered. Collection and drop off procedures will follow the systems of control. Record of all attendees will be kept (staff and pupils) to support with 		Head SLT Staff

	of groups/bubbles	track and trace.		
51	Increased risk to Black and minority ethnic staff and pupils	<ul style="list-style-type: none"> • Social distancing in place. • Individual risk assessments carried out with employees in this category to discuss any potential additional risks and measures needed. • Communication with families of pupils within this category to identify any additional risks 		Head SLT Staff
52	Risk of administering first aid contributing to the transmission of the virus	<ul style="list-style-type: none"> • PPE will be worn at all times when providing first aid, including face shield if there is a risk of splashing of bodily fluids. • First aid trained staff will refresh their training on the correct use of PPE as part of the non pupil day at the start of term. • A record of all first aid will be kept on site to support the Track and trace system. 		
53	Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	<ul style="list-style-type: none"> • Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff. • Employees are encouraged to report any non compliance. • The effectiveness of prevention measures will be monitored by school leaders. • Risk assessment will be reviewed if the risk level changes and/or in light of updated guidance and after the first weeks operational experience. • Encourage feedback from parents 		
54	Lack of Governor oversight during the COVID-19 crisis leads to the academy failing to meet statutory requirements	<ul style="list-style-type: none"> • The Trust Board and local committees continue to meet regularly via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. • The HOA reports to CEO/Deputy CEO include content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. • Regular dialogue with the Chair of Trustees and those trustees with designated responsibilities is in place. • Minutes of trustee meetings are reviewed to ensure that they accurately record trustees oversight and holding leaders to account for areas of statutory responsibility. 		Head SLT Staff

55	policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	<ul style="list-style-type: none">• All relevant policies have been revised to take account of the most recent government guidance.• Staff, pupils, parents and Trustees have been briefed accordingly.		Head SLT Staff
----	--	--	--	----------------------