



## Water Hall Primary School

Prepared by - Becky McGuire and Adele Howson

Risk Assessment – Phased school's reopening (COVID-19) 7th July 2020

The government's aim is that schools are expected to open fully to all children from September 2020.

Our school is committed to ensuring the health and safety of staff and pupils as a priority over all other considerations. This includes making every effort to practise social distancing.

Adults will make sure between adults wherever possible that there is 2m between them. Wherever possible this is encouraged between pupils and other pupils and adults to pupils, though we recognise that with younger pupils and in cases of first aid, behaviour instances and the need for intimate care, this will be difficult to carry out. All adults will role model social distancing being mindful of the wellbeing of our pupils.

**Adults who have been working at home will read this risk assessment and complete an appendix specific for themselves supported by school. This will outline any areas that school need to support staff with when being back at work.**

Risk or Hazard	Who Might be Harmed	Control Measures	Residual Risk Rating
<ul style="list-style-type: none"> <li>Reduced staffing due to shielding, self-isolating if displaying symptoms.</li> </ul>	Pupils and other staff	<ul style="list-style-type: none"> <li>Staff to follow absence reporting procedures.</li> <li>AH to make decisions on ability to cover areas/classrooms providing safe numbers of pupils. If staffing is too low to accommodate social distancing - message sent out to close school for certain year groups.</li> <li>Clinically vulnerable and clinically extremely vulnerable members of staff can now return to work as of the 01/08/2020 as long as they follow this risk assessment and adhere to social distancing measures as much as possible.</li> </ul>	low
<ul style="list-style-type: none"> <li>Staff contracting the virus or transmitting to/from households.</li> </ul>	Staff	<ul style="list-style-type: none"> <li>All staff to follow guidance in this risk assessment and to have read associated Govt guidance below:               <ul style="list-style-type: none"> <li><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></li> <li><a href="https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public">https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public</a></li> <li><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></li> <li><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people</a></li> <li><a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version</a></li> <li><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></li> </ul> </li> </ul>	low

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		<ul style="list-style-type: none"> <li>● Clinically vulnerable staff to work in school, maintaining social distancing measures and with specific risk assessments if appropriate.</li> <li>● Staff or a member of their household who is displaying Covid 19 symptoms should call 119 to seek advice, then get tested and isolate until the test results are returned. If negative, the staff member can return. If the test is positive, the staff member should remain in isolation for 10 days.</li> <li>● All staff to follow guidance in this risk assessment.</li> <li>● Gloves, face guards, plastic aprons and face masks available for staff who wish to wear them.</li> <li>● Staff to wear appropriate clothes and washing clothes as required.</li> <li>● Staff to maintain distance from each other and children where possible.</li> <li>● Where adults cross over bubbles, they need to maintain the 2 metre distance from other adults and children where possible.</li> </ul>	
<ul style="list-style-type: none"> <li>● Drop off and pick up.</li> </ul>	Pupils and adults dropping off	<ul style="list-style-type: none"> <li>● Only one adult is permitted to drop a pupil off to minimise the number of adults we have on site.</li> <li>● <b>Adults will wear a mask on entry into the school grounds.</b></li> <li>● Year 5 &amp; 6 can walk to school by themselves if their parents wish- authorisation to be obtained from parents first before this happens.</li> <li>● Slightly earlier drop off time for Nursery, Reception and KS1 8:30 and then 8:40 for Year 3, 4, 5 and 6.</li> <li>● Pick up will start from 3:20 pm for Nursery FS and KS1 and 3:30 for 3, 4, 5 and 6 Monday - Thursday and 2:20 for FS and KS1 AND 2:30 for 3, 4, 5 and 6 on a Friday.</li> <li>● Where possible children in year 5/ 6 need to bring themselves into school.</li> <li>● If queues form, keep 2m apart</li> <li>● One-way system: in through car park:             <ul style="list-style-type: none"> <li>○ Entry on the left hand side, drop off at the classroom, Children to sanitise hands before entering classroom at the classroom door. children enter on their own, parents continue following the one way system back out of school.</li> <li>○ Reception children and parents continue into Foundation garden. Parents will go to the correct door to drop children off. Children will need to sanitise and then enter the unit independently.</li> <li>○ KS1 Parents will leave through the Reception playground.</li> <li>○ Nursery children will be dropped off at the front of the school and they will be taken through to the community room. <b>Parents will not be able to enter the school building.</b></li> </ul> </li> </ul>	low
<ul style="list-style-type: none"> <li>● Risk of virus being brought into school</li> </ul>	Pupils and staff	<ul style="list-style-type: none"> <li>● Anybody displaying symptoms not to come to school and self-isolate until tested and or clear.</li> <li>● Nobody, other than staff and pupils, enter the school building, without a prior appointment Via <b>Becky McGuire or Adele Howson</b>. This includes deliveries, parents/carers, contractors, etc.</li> <li>● Any deliveries to be dropped outside the main entrance door. Timely collection of items by caretaker.</li> <li>● All staff and pupils to wash hands as soon as arriving and regular handwashing according to Govt guidance</li> <li>● All staff and pupils to then use hand sanitiser after washing</li> </ul>	low

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• Communal areas	Staff and visitors	<ul style="list-style-type: none"> <li>• Staff and visitors will be required to wear a mask in communal areas around the school</li> <li>• Masks will be worn by staff at morning drop off and evening pick up.</li> </ul>	Low
• Corridors	Pupils and staff	<ul style="list-style-type: none"> <li>• Only essential movement around the school to take place (ie first aid, toileting,)</li> <li>• Walk around the school building on the left hand side of the corridor</li> <li>• Lines drawn down the centre of the corridor with arrows to show the direction of travel.</li> <li>• All other movement is prohibited</li> <li>• Messages from office to classrooms only via telephone</li> <li>• Keep corridors and junctions clear, do not wait in the corridors, or block doorways.</li> <li>• Keep classroom doors open to the corridor</li> </ul>	low
• Toilets	Pupils	<ul style="list-style-type: none"> <li>• KS toilets to be used by the corresponding phases.</li> <li>• Reception toilets only to be used by Nursery/Reception</li> <li>• Limited number of pupils to use the toilet at any one time – two.</li> <li>• Marks on floors, 2 m apart, outside toilets and pupils to queue.</li> <li>• No more than 3 pupils to queue at any one time.</li> <li>• Hand dryers can now be used.</li> <li>• KS2 need to be mindful of the children they are sending to the toilet, try to encourage toilets at play and lunchtime as much as possible.</li> <li>• PPE will need to be worn by staff caring for children with intimate care needs.</li> </ul>	Medium
• Nursery Classroom (Community room)	Pupils and staff	<ul style="list-style-type: none"> <li>• Nursery sessions will be based in the community room.</li> <li>• Children to be dropped off and collected from the front of the school</li> <li>• Adults do not enter the school building, children need to walk to Nursery Staff independently.</li> <li>• Door handles and surfaces will be cleaned throughout the school day.</li> <li>• Room will be cleaned at the end of the day in line with the rest of the school cleaning regime. Planning for the nursery will run on a 2 day cycle so that resources are cleaned for the alternate group.</li> <li>• No Sand tray activities.</li> <li>• Snack to be allowed, children to wash hands before and after. Dispose of the food in the lidded bin provided.</li> <li>• Pupils will regularly wash hands before and after activities.</li> <li>• Pupils will work in small groups, and wherever possible remain in these groups with their member of staff, carrying out set activities in designated areas.</li> </ul>	Medium

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		<ul style="list-style-type: none"> <li>Resources sanitised after use.</li> <li>No soft furnishings, toys e.t.c. to be used.</li> <li>Teachers ensure that all surfaces and sinks are clear through cleaning.</li> <li>Pupils need to be constantly reminded that coughs and sneezes need to be into a tissue and placed in a lidded bin. Hands need to be washed afterwards.</li> <li>If no tissues then cough and sneeze needs to be into the elbow/sleeve - NOT hands.</li> </ul>	
<ul style="list-style-type: none"> <li>Classrooms</li> </ul>	<p>Pupils and staff</p>	<ul style="list-style-type: none"> <li>Children will be in phase group bubbles to maintain separate groups.</li> <li>At least one window to be kept open to help ventilation.</li> <li>The internal classroom/corridor door to be kept open for ventilation as much as possible.</li> <li>The classrooms cleaned thoroughly every night.</li> <li>Tables and chairs will be sprayed and cleaned with antibacterial spray every evening.</li> <li>Extra cleaning of door handles and light switches takes place at 10.30am every day.</li> <li>Extra cleaning of tables and chairs throughout the day by teachers and TA's.</li> <li>No Sand</li> <li>Snack to be allowed, children to wash hands before and after. Dispose of the food in the lidded bin provided.</li> <li>Government guidance is not clear so we will continue to keep all soft toys, cushions, etc removed until further guidance is issued.</li> <li>Children must bring in their own water bottles and take home at the end of the day to be washed by parents.</li> <li>Pupils will be sat / stood as reasonably practicable – in line with government guidance.</li> <li>The classroom tables that we have already are individual tables. When tables are clustered as part of a group, children do not sit directly next to each other, therefore children work in small groups- Forward facing will be best.</li> <li>Tables and chairs will be cleaned thoroughly at the end of each day, and throughout the day as necessary.</li> <li>Where a 1:1 TA is present, they should be sat to the side of the child and a short distance away where possible.</li> <li>Pupils will regularly wash hands before and after activities</li> <li>Any equipment that children use should be washable.</li> <li>Pupils will be provided with their own stationery, e.g. pen, pencil, whiteboard, etc kept in a named zip wallet.</li> <li>If staff supporting pupils, need to stand to the side and not face on.</li> <li>Coats to be kept in lockers, along with indoor shoes.</li> <li>Register children on arrival and send straight to their designated area, not sitting on the carpet.</li> <li>Book bags can come into school and kept in a book bag box.</li> <li>PE kits to be worn all day on day of PE lessons for Reception, Year 1, 2, 3 and 4.</li> </ul>	<p>Medium</p>

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		<ul style="list-style-type: none"> <li>● Reading books changed on weekly basis, staff to collect books brought back from home and kept in a tray for at least 24 hours before being reused.</li> <li>● If a book is needed before 24hours, it will need to be wiped down before.</li> <li>● Teachers ensure that all surfaces and sinks are clear to allow through cleaning.</li> <li>● Pupils need to be constantly reminded that coughs and sneezes need to be into a tissue and placed in a lidded bin. Hands need to be washed afterwards.</li> <li>● If no tissues then cough and sneeze needs to be into the elbow/sleeve - NOT hands.</li> <li>● At end of the day, teachers to disinfect classroom telephones, pens and boards</li> </ul>	
● Hall	Pupils and staff	<ul style="list-style-type: none"> <li>● There will be no assemblies in the hall – if they are to happen these will be carried out via Google meet, where children stay in classrooms.</li> <li>● Lunches will be eaten in the hall (see timetable) <ul style="list-style-type: none"> <li>○ After each sitting, tables and chairs will be cleaned to prevent cross contamination of bubbles. This will be completed by the adult in the hall with the children and SC.</li> <li>○ SC will come in after the bubble has left to clean and then leave before the next bubble arrives. This will make sure that no cross contamination happens.</li> </ul> </li> <li>● Chartwells are providing a limited menu. Children will have made their orders before they start back.</li> <li>● Year 3 and 4 will be eating in their classrooms- supervised by TA's</li> <li>● PE is planned to be outside as much as possible with Premier sports. If equipment is kept for specific year group bubbles, there is no need to clean. However, where equipment is used between year group bubbles, it will need to be cleaned in between.</li> </ul>	low
● Breaks and lunchtimes	Pupils and staff	<ul style="list-style-type: none"> <li>● Breaks and lunch times outside will be staggered, between phase bubbles.</li> <li>● Staff should encourage children to play at a safe distance away from each other.</li> <li>● First aid will have to be treated on the playgrounds – enhanced first aid kits to be organised and taken outside.</li> </ul>	Low
● Staffroom	Staff	<ul style="list-style-type: none"> <li>● Tech Kitchen set up so that staff are able to access for their lunchtime.</li> <li>● Staff should leave 2m between each other whilst in the staffroom, in the tech kitchen, around the stairs.</li> <li>● Staff should not make drinks or food for other members of staff.</li> </ul>	low
● Offices	Staff	<ul style="list-style-type: none"> <li>● Staff should not enter the Main Office, making most communication via internal phones, unless it is absolutely necessary – they should stand outside and speak through the open door</li> <li>● No more than 4 persons in total are to be present in the office area at any time. 2m distance between adults at all times, no working looking over shoulders. A further person may work in SK's old office.</li> <li>● All messages to and from classrooms and offices via telephone only.</li> <li>● Wait for staff to leave before entering.</li> <li>● Notices will be placed on the outside of each office door.</li> <li>● Surfaces are to be sprayed with antibacterial spray before work and before staff go home.</li> <li>● Sanitising spray to be used on telephones (in office) and photocopiers after each use.</li> </ul>	Low

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• Work room	Staff	<ul style="list-style-type: none"> <li>• No more than 5 people in the PPA room office at any one time- PPA in phases.</li> <li>• Photocopier to be wiped with antibacterial wipes after each use.</li> <li>• Computers to be wiped down after use.</li> <li>• Signs on the door stating guidance.</li> </ul>	low
• Library	Pupils and staff	<ul style="list-style-type: none"> <li>• Visits to the school library can take place in class groups</li> <li>• Lending library opening to be reviewed in September.</li> <li>• Books that have been read by the class need to be placed in the sanitizing box for 24 hours before wiped down and placed back on the shelf.</li> <li>• Class teachers or TA's should then return the books to the correct shelves in the library after the 24 hours. They should then wash their hands immediately afterwards.</li> <li>• Children should be encouraged not to pick up books unless they are seriously considering reading them</li> </ul>	low
• Sick children	Pupils and staff	<ul style="list-style-type: none"> <li>• Parents should not send in any pupil into school if anybody in their household displays any symptoms of Covid 19.</li> <li>• Any pupil who becomes ill or displays any illness symptoms will be immediately separated from others</li> <li>• Any pupil becoming ill will be sent home immediately. They need to be tested, if the test is negative they can return once well.</li> <li>• If positive then stay at home for at least 14 days. Rest of the bubble will need to self isolate for 14 days.</li> <li>• Staff may get in close proximity to pupils, only if absolutely necessary - but must wear appropriate PPE, ie face masks, face shields, plastic aprons and gloves.</li> <li>• Cleaning down of the area will need to take place once the pupil has gone home.</li> <li>• Where a pupil or member of staff tests positive, all people in that group need to be isolated for 14 days.</li> <li>• Disposal of waste items, eg wipes, gloves, mask, etc. will need to be placed in a plastic rubbish bag and tied when full. Place this bag inside a second bag and sealed. It should be marked and stored</li> </ul>	Medium

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		safely until the test results are known. If negative, then put in normal waste. If the test is positive, then the Health Protection Team will instruct on how to dispose of it.	
<ul style="list-style-type: none"> <li>Mental health &amp; Well-being</li> </ul>	Pupils and staff	<ul style="list-style-type: none"> <li>This is a priority for everyone, and second in importance only after health and hygiene.</li> <li>Mornings will follow Phonics maths and English learning.</li> <li>Afternoons will focus on wider curriculum, physical exercise, PHSE,</li> <li>Staff well-being, all senior leaders will allow staff to take time where necessary.</li> <li>Staff were reminded of counselling service offered through the school.</li> <li>Emma and Tina to provide interventions and support for pupils with concerns and fears. Teachers to discuss with SLT any child with concerns for a possible referral to either EB or TD.</li> </ul>	low
<ul style="list-style-type: none"> <li>Behaviour</li> </ul>	Pupils and staff	<ul style="list-style-type: none"> <li>Addendum to behaviour policy still in place.</li> <li>Stars of the week will start back up again, with the awards being given by Google Meet.</li> <li>Tea and Cakes with the head will not be able to take place.</li> <li>Staff will continue to expect high standards of behaviour from all pupils.</li> <li>Any child who does not follow instructions and causes a danger to themselves or others, teachers need to telephone Becky or another member of SLT, who will decide on course of action and consequence.</li> <li>This may be internal seclusion..</li> <li>For persistent failure to follow requirements in this RA, such as not following one-way systems despite reminders may result in the child being internally isolated or they may not be able to access the provision at school until such time as parents, staff and pupil can agree on them following the requirements in this RA.</li> <li>Any pupil who deliberately licks, bites, spits or coughs over another pupils or member of staff will be excluded for a period of 5 school days. Upon return they pupil and parents need to agree on the pupil following the requirements in this RA.</li> <li>Where a pupil needs restraining, in line with the school's physical intervention policy, staff should remove all other pupils from any potential danger and should telephone SLT.</li> <li>E4A can now take place as children will be working in their phase bubbles.</li> <li>FiF can take place as in Phase Bubbles.</li> </ul>	medium

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<ul style="list-style-type: none"> <li>Pick up time</li> </ul>	Pupils and adults picking up	<ul style="list-style-type: none"> <li>Only one adult is permitted to collect pupils.</li> <li>Year 5&amp;6 can walk home on their own if their parents wish.</li> <li>Increase amount of time to be picked up- Reception and KS1 to be picked up at 3:20 Monday - Thursday and 2:20 on a Friday, and 3:30 for Year 3 / 4 and years 5 / 6 Monday - Thursday and 2:30 on a Friday.</li> <li>One-way system: in through the car park gates.               <ul style="list-style-type: none"> <li>Reception and Key Stage 1 will exit via Reception playground,</li> <li>Years 3, 4, 5 and 6 will exit via the car park gate.</li> </ul> </li> <li>All children to be ready with all belongings (lunchbox, coat, etc) in classrooms, for a quick handover to happen.</li> <li>Staff stood at doors to release children. .</li> <li>If queues form, keep 2m apart</li> </ul>	low
<ul style="list-style-type: none"> <li>After School sports club operation</li> </ul>	Pupils and adults after school	<ul style="list-style-type: none"> <li>Staff will familiarise themselves with school procedures detailed above.</li> <li>After school clubs will be provided by Premier sports.</li> <li>They will be in phase groups. Tuesday will be KS2 and Thursday 2 clubs will be running however will be in phases.               <ul style="list-style-type: none"> <li>Hygiene on arrival in the club: Children will be collected from their classrooms. On arrival , children will leave belongings at the side of the hall and wash their hands. Registers will be taken.</li> </ul> </li> <li>All resources that are used will be sanitised before and after use and put away appropriately.</li> <li>Social distancing will be adhered to when children are being picked up.</li> <li>Pick up is 4:15</li> <li>SLT member will be in school to support with dismissal to parents.</li> <li><b>Behaviour issues:</b> Staff must familiarise themselves with the amended behaviour policy. Behaviour issues will be reported to SLT without delay in order that it can be dealt with.</li> <li><b>In the event of a case of suspected coronavirus,</b> a child develops symptoms: the school procedure above will be followed and parents contacted immediately to collect.</li> <li><b>In the event of a confirmed case:</b> SLT will inform PHE. The whole bubble will close and children and staff will isolate for 14 days. The areas will be deep cleaned immediately.</li> </ul>	low
<ul style="list-style-type: none"> <li>Lettings / hire of school premises</li> <li>- risk of transmission through external users and practices not</li> </ul>	Visitors Staff Children	<p>No lettings of the school building as of September.</p> <p>A football club uses the grounds and will only use the building come October.</p> <p>October Risk Assessment TBC</p>	





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consistent with the school's procedures			
<ul style="list-style-type: none"><li>● School meals<ul style="list-style-type: none"><li>○ Chartwells catering provision</li></ul></li></ul>	Staff Pupils	<ul style="list-style-type: none"><li>● Chartwells to be providing hot meals. Children will have placed their orders.</li><li>● Year 3/4 children to eat in their classroom.</li></ul>	