

Ellington Infant School – Return to School Covid-19 Risk Assessment.

Location / Site	Ellington Infant School
Activity / Procedure	Re-opening of classes
Assessment date	28.05.2020 – to be reviewed weekly

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

Information: This risk assessment is to be read through completely. Note that this must be a dynamic risk assessment and changes may be made through an ad-hoc basis due to changes in Government advice; any possible cases of CV-19 etc

Link to Government advice:

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

Hierarchy of controls (Taken from the above advice)

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, does not attend school.
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

We acknowledge that early years and primary age children cannot be expected to remain 2 metres apart from each other and staff.

Ellington Infant School – Return to School Covid-19 Risk Assessment.

Red texts are control measures from Government Guidance – Coronavirus (COVID-19); implementing protective measures in education and childcare settings published 12th May 2020

Pink boxes specifically address Early Years (although may also be relevant to other children)

Identify hazard		Children having toileting accidents and needed assistance with their personal care.	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children will be reminded to use the toilets throughout the day 2. If a child has an accident, staff will clear the area of the classroom and ensure it is disinfected immediately. 3. Staff will encourage the child to take off any soiled clothing – supporting only when necessary. 4. Staff will wear gloves and aprons and will wash their hands immediately and also use hand gel after washing. 5. Soiled clothing will be double bagged and placed in a bag to be taken home and cleaned. 6. The child will be supervised to wash their hands properly. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Children placing toys and resources in their mouths and therefore increasing the risk of infection.	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children will be reminded at the start of each session about not putting things in their mouths/touching their faces. 2. Children will have their own set of stationery which will be cleaned each day and kept in their own pack. 3. All resources will be given to the children for the day e.g. Numicon or counters and placed in detergent to be disinfected overnight. 4. Resources have been removed from the classroom that cannot be easily cleaned. 5. Resources such as blocks will be cleaned between different children using these. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Cleaning and use of outdoor equipment in the Early Years area.	
Existing level of risk		Consider current level of risk	

Ellington Infant School – Return to School Covid-19 Risk Assessment.

HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Sand and water play removed as these cannot be easily cleaned. 2. Mud kitchen is not to be used as it cannot be easily cleaned. 3. Other resources which are not easily cleaned will be removed; role play clothes, fabric, bean bags. 4. Timetable for each class bubble to use specific equipment to avoid cross-over and allow for cleaning in between bubble groups. 5. Equipment to be cleaned once a bubble has used it e.g. wiping down the bikes with anti-bac wipes 6. Children to wash their hands before going outside and on returning to the classroom 7. Overalls will then be washed and hung up to dry at the end of the day. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Snack time and water bottles.	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children will be supervised to wash their hands before snack. 2. All children will have snack at the same time so that tables can be cleaned before and after. 3. Children will be reminded to eat with their mouths closed 4. Children will place all rubbish in a bin and the bin will be emptied at the end of the snack break 5. Children will wash their hands after snack. 6. Children to bring in their own water bottles which are clearly labelled and will be left on the children's table rather than in a central location to avoid the children touching other bottles when looking for their own. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Risk of sunburn/dehydration from increased amounts of time outside.	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add	

Ellington Infant School – Return to School Covid-19 Risk Assessment.

		appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Parents to provide sun cream for the children and ensure that they are able to apply this independently. 2. All children with sun cream supplied will reapply when directed to by an adult 3. Sunhats to be provided by parents and staff to ensure that these are worn in hot weather. 4. Children will be reminded to drink plenty of water to avoid dehydration. 5. Children will be encouraged to play in the shade where possible 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Getting distressed children into the setting without parents to support whilst maintaining social distancing	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Parents are notified of expectations to leave children at designated area in the playground. 2. A member of staff will support the children into the setting if needed whilst keeping 2m social distancing. 3. If a child is too distressed for staff to comfort, it will be suggested to parents that it may be more beneficial to take them home. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Lack of personal hygiene in young children	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children will be reminded each day about the need for personal hygiene using age appropriate resources 2. Children will be reminded to “catch it, bin it, kill it” when coughing or sneezing 3. For those younger children who struggle to wipe their nose, support can be given if deemed necessary and staff will wear PPE to do this. 4. Children will be shown where the supply of tissues is and will be encouraged to use these. 			

Ellington Infant School – Return to School Covid-19 Risk Assessment.

<ol style="list-style-type: none"> 5. Children will be reminded to place any used tissues in the bin 6. Children will be supervised to ensure that their hands are cleaned and dried properly 7. Children will use songs/rhymes to support the correct washing of hands. 8. If children's clothing becomes contaminated due to poor personal hygiene then it will be removed and bagged and the child will be provided with alternative clothing. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Lack of social distancing in the classroom resulting in direct transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>We have to accept that young children will not adhere to social distancing between themselves or adults -</p> <ol style="list-style-type: none"> 1. Reduce the number of people in the classroom to enable social distancing (no more than 15 including adults) by creating a family group of pupils (known as bubbles) – a self-contained unit. 2. Only interact with others in your bubble. 3. Treat bubbles as a household – if one symptomatic all off for 14 days. 4. Use government symptom list. 5. Use a principle of best endeavours to maintain 2 metre social distancing <i>where possible</i>. 6. Remove excess furniture to increase space if space to do so - in order to promote social distancing. 7. Children to use same table and chair if returning next day 8. Teacher and TA/1:1 are assigned to these children and stay with these children throughout the day (and on sub-sequent days) 9. Children stay in the classroom for majority of the day and not mix with other groups – children will have a designated outdoor space to ensure more opportunities for learning outside 10. Staff to remain at adult height, where possible – no requirement for getting to child level for interactions. 11. Interactions carried out, where possible, from a distance. 12. Coats to be placed on the back of a child's designated chair. <p>School office/visitors;</p> <ol style="list-style-type: none"> 1. Limit number of people entering reception - marks on floor 2. Clear message to parents-phone / email best method of contact 3. All meetings to be prearranged to ensure arrangements for social distancing can be put in place. 4. Check physical distance in reception as to how many visitors allowed in 5. Hand sanitiser dispensers available 6. Clear signage outside and within reception to reinforce key messages 7. Contractors to complete a Covid-19 checklist prior to entry into main body of the building. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Lack of social distancing using toilets and poor hygiene resulting	
------------------------	--	---	--

Ellington Infant School – Return to School Covid-19 Risk Assessment.

		in direct and indirect transmission of the virus		
Existing level of risk		Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE	
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 7. Wash hands thoroughly with hot water and soap for 20 seconds 8. If necessary, use a high-alcohol content sanitiser 9. Signage to reinforce this message throughout site 10. Adequate supplies of soap in toilets. 11. Alcohol based sanitiser in reception and other key areas. 12. Wash hands at appropriate and regular times (arrival, before and after lunch etc) 13. Provide assistance for young pupils who might not be able to clean hands independently 14. Electric hand dryers to be disconnected and paper towels and lidded bins provided. 15. Allocated toilets for different groups of children (KS1) 16. Only one child at a time to toilets in Reception classes 17. Only one member of staff using staff toilet/sink area at a time. 18. Extra Signs in toilet re washing hands 19. Extra soap and paper towels ordered to ensure we do not run out 20. Tissues available in classrooms 21. Pupils reminded of good hygiene 22. Bins emptied regularly-additional lidded bins to be placed in key locations 23. Signage in all classrooms (Catch it, Kill It, Bin It) 				
Remaining level of risk		Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE	

Identify hazard		Lack of social distancing waiting to enter classroom in morning resulting in direct transmission of the virus		
Existing level of risk		Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE	
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Stagger start of the day by bubble group 2. Limit parents accompanying children into school 3. Arrange additional staff monitor gate / playground duty 4. Staff to collect bubble group from agreed collection point and take into class 5. A one way system for entering and exit the school site to prevent 'bunching up'. 6. Frequent communication to parents on appropriate social distancing 7. Pupils to be gathered by staff in playground and led to toilets 8. Pupils to wash hands on entering / leaving the school 9. Markers outside the classrooms for the children and parents to wait – more than 2 metres apart. 10. Instructions shared regarding social distancing between families in the morning with parents and children. 11. Signage for parents and children displayed outside the classroom. 12. Staggered drop off and pick up times for bubble groups 				
Remaining level of risk		Consider level of risk following use of control measures		

Ellington Infant School – Return to School Covid-19 Risk Assessment.

HIGH	MEDIUM	LOW	NEGLIGIBLE
------	---------------	-----	------------

<u>Identify hazard</u>	Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus		
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Staggered playtimes and allocated play area in the first instance 2. Reduced playtime equipment – hard surfaces and can be easily cleaned 3. Games discussed which encourage social distancing – football passing, catch etc 4. Staff supervision throughout – actively encouraging and insisting on social distancing 			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Lack of social distancing when eating lunch resulting in direct transmission of the virus		
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Children eat in their classrooms 2. Packed lunches provided for children and brought into the classroom. 3. Those who wish to bring in their own lunch from home do so in disposable bags, no plastic lunchboxes. 4. Home lunches to be kept apart on lunch trolleys outside class, if there are a large number of 'home lunches' and keeping them separate on the trolley is not possible they will then be stored under the child's designated table. 			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Lack of social distancing in the corridors resulting in direct transmission of the virus		
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Children staying in their classroom and accessing outside from classroom door 			

Ellington Infant School – Return to School Covid-19 Risk Assessment.

<ol style="list-style-type: none"> 2. One child going to toilet at one time 3. Messages to office via corridor phones 4. A one direction system in place in corridors (hazard tape on carpet) 5. Stagger timetable to minimise clashing of movement with breaks/lunch/toilets 6. Agree instructions with children concerning going and returning to toilet 7. When moving class around the school – 2 metres between children – one adult (if available) at back insisting the distance is maintained – regular practice this in the first few days 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Contact of shared resources resulting in indirect transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	

Children;

1. Packs of stationary labelled with child's name on
2. Tubs of resources for individuals if needed – maths cubes etc
3. Resources washed in detergent each night and left to dry if not same person using them the next day
4. Tables, door handles and other surfaces cleaned with detergent every night
5. Lessons planned so resources are individual and not shared – or on white board
6. Resources on tables ready for lesson and not distributed within the lesson
7. Plastic packets (zippy) bags used for individual resources
8. Soft toys and furnishings, including bean bags, to be removed from the classroom before opening.
9. Remove soft furnishings, soft toys etc that are hard to clean.
10. Remove unnecessary items from classrooms and store where possible.
11. Where possible (temperature dependent) open windows and ensure good ventilation
12. Very basic first aid kit in each room (sick bowls, plasters where appropriate)
13. Cleaning kit (spray and blue paper towel) available for staff to quickly clean areas.
14. Where possible prop open doors to enable better ventilation and avoid frequent use of door handles. It is our view that opening fire doors (other than those around a kitchen/fire ignition source) to increase ventilation and avoid frequent contact of door handles etc is an acceptable the site team will be double checking all doors and ensuring they are closed at the end of the school day.
15. Books available split into separate sets, one for each bubble of children, and rotated daily giving time for decontamination – not taken home or bought in.
16. Children encouraged to wash hands / use hand gel before lessons and after each lesson
17. Outdoor playground equipment allocated to each bubble and cleaned each day and the end of the day.
18. No items to be brought into school from home/no items sent home.

Staff:

1. No meetings in small offices
2. Where possible, reduce the use of "hot desks" and assign members of staff an individual workstation / office so that keyboards / tables are not being shared.
3. Where photocopiers, hot/cold water dispensers are shared, ensure there is a disinfectant cleaning solution available
4. Lunchtimes staggered for staff (in line with timetabling), music room to be used as a 'overspill' if necessary
5. In staff room padded chairs are allocated to a staff member.

Ellington Infant School – Return to School Covid-19 Risk Assessment.

6. Remove extraneous furniture in staff areas to enable better social distancing between staff.
7. Additional signage reminding staff to wash their hands
8. Cleaning staff to ensure there is washing up liquid available and cleaning materials at start and end of day
9. Each staff member to have an individual cup.
10. Tea/coffee making materials to be brought in/organised so resources are not shared between bubbles.
11. Staff reminded to clean their own cups/plates etc

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Ellington Infant School – Return to School Covid-19 Risk Assessment.

Identify hazard		Emotional distress of the children	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children to have class teacher and TA (if possible under vulnerable staff guidelines) in the first instance 2. Small numbers of children to support their emotional need 3. Reduced time in school to ensure transition is successful from home to school 4. 2 metre social distancing provision available for children who are distressed 5. Wellbeing curriculum to be delivered for first two weeks to support children's well-being – slowly increasing the cognitive load. 6. Comfort given from a distance. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Emotional distress of the staff – including anxiety	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Inclusion in risk assessment process – input into hazard identification and control measures. 2. At least one SLT member of staff on site everyday for staff to share concerns with 3. Risk assessments reviewed after day one, then weekly – this is flexible 4. Designated “staff areas” areas for different groups of staff –rota for same area if needed 5. Planned time for planning and preparation within the week especially for those with children in school 6. Extremely vulnerable staff (Shielding) work from home 7. Vulnerable staff – those suggests to strict social distancing – working at home or in school with strict 2 metre distancing measures in place 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
If first aid or personal care required (Accident reporting procedures to remain unchanged);			

Ellington Infant School – Return to School Covid-19 Risk Assessment.

1. The minimum number of first aiders must be on site at all times (this number depends on number of children/staff on site and will change)
2. Low risk first aid equipment (e.g. box of plasters, sick bowls) should be made available in each classroom out of reach of pupils.

PPE - Government guidance of use of PPE:

“The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases”

PPE is required where:

- where it is routinely used for intimate care needs
 - where a person becomes unwell with symptoms of coronavirus
3. PPE to be available for first aiders: disposable gloves, disposable apron
 4. Extra gloves and disposable aprons ordered.
 5. If there is a risk of splashing then suitable eye protection should also be worn. This equipment should be kept apart from standard first aid equipment and only used when a suspected CV-19 case following Government guidelines.
 6. Individual risk assessments in place for identified children
 7. Reduced timetable or parents/carers asked to collect their child if they are acting in a way that staff are put at risk (see Covid appendix to behaviour policy)
 8. Covid appendix to Behaviour policy to be communicated to staff, parents and pupils before return to school
 9. Covid appendix of Behaviour policy to include clear consequences-again with full communication to all relevant parties.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus		
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Hand gel dispenser outside of all classrooms 2. Hand gel order in large quantities 3. Extra soap dispensers and re-fills in each classroom 4. Children handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze 5. Washing hands posters replaced in all washing areas 6. Reminders how to wash hands properly – videos and posters 7. Procedure agreed for children to wash hands so thorough hand washing 			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Risk of infection due to lack of cleaning resulting in indirect transmission of the virus		
Existing level of risk	Consider current level of risk		

Ellington Infant School – Return to School Covid-19 Risk Assessment.

HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. All surfaces, handles, toilets and shared equipment will be cleaned each day using appropriate detergents/disinfectants. 2. PPE will be worn by all cleaning staff 3. Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission 4. Soft furnishings and soft / cloth toys will be removed from use in classrooms 5. Expectations of cleaning to be shared with staff 6. A list of resources needing cleaning to be given to the caretaker at the end of each day. 7. Cleaners to clean classrooms used thoroughly regularly using standard products 8. Disinfectant spray bottle and blue paper towel available in each room 9. Frequently touched surfaces to be cleaned often (door handles, items used by multiple children between each use) 10. For some items (e.g. photocopiers and water dispensers), additional items may be provided 11. Where possible, reduce the use of shared items (e.g. laptops) 12. Reduce difficult to clean items (e.g. soft furnishings) in classrooms and throughout school areas. 13. Additional cleaning staff will be rota'd for daytime cleaning 14. Support staff will be explicitly asked to support the cleaning through the school sites – in particular, frequently touched items. 15. Caretaker to monitor stock levels of cleaning supplies for each site. To inform DofE if it becomes difficult to source stock (Government assistance available) 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Ellington Infant School – Return to School Covid-19 Risk Assessment.

Identify hazard		Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Those who are clinically extremely vulnerable (those who have received a letter from Government or clinician) or living with someone who is clinically extremely vulnerable are to work from home 2. Those who are clinically vulnerable – those strongly advised to social distance in the original guidance are to work at home or work in school adhering to strict 2 metre social distancing from colleagues and children. 3. Those living with those that are clinically vulnerable can attend school and work with children or adults adhering to this and other re-opening risk assessments. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

If a pupil/staff member shows symptoms of Coronavirus whilst at school;

Follow Government advice:

If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.

If a child is awaiting collection, they should be moved, if possible, to the Rainbow Room, where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

All members of the bubble are to be sent home to self-isolate for 14 days. They can return if the original case has a confirmed negative case.

Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.

If a case of Coronavirus is confirmed;

When a child or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. The rest of their bubble and their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.

Where the child, young person or staff member tests negative, they and other members of their bubble can return to their setting and the fellow household members can end their self-isolation.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

Ellington Infant School – Return to School Covid-19 Risk Assessment.

Class Specific Risk Assessments

Early Years and KS1

Focus Area	Comment/Description	Risk RAG	Actions	Risk RAG after actions
Maths Area	Most of these resources are plastic and therefore easier to clean.	Red	<ul style="list-style-type: none"> Remove some of the resources so that there was not so much choice - reducing the volume of cleaning between children using. Have counters/tens and ones, wipeable number lines and numicon. These could be put in Milton each day for a deep clean and wiped between children with anti bac wipes. 	Yellow
Book Area	All soft cushions, mats, rugs, teddies etc. would have to be removed.	Red	<ul style="list-style-type: none"> Children could access some books but these need to be cleaned afterwards. Not sure paper books will anti bac very well. It may be that instead we have to have multiple story times in the day. 	Yellow
Role Play	The children won't be able to dress up or use any of the baby clothes etc. The only thing they could do is pretend cooking. The risk though is that they put things in their mouths when they pretend to eat.	Red	Close this provision.	Green
Construction (bricks)	Need to think about the volume. Each room has a lot of bricks which allow children to be more creative.	Yellow	Cleaning needed between groups.	Yellow
Construction (Mecanno, Stickl Bricks etc.)	Not easy to clean due to the ridges and small parts.	Red	Too difficult to deep clean effectively. Remove from provision.	Red
Art	Focus on the equipment being used.	Red	Wipe down the brushes after the children have used them. Use detergent for the paint trays. Staff to put paints in the trays rather than allow children free access to paint resources.	Yellow
DT	Children usually select their own resources however in the current situation we give the children the resources,	Yellow	Glue sticks, scissors, pens etc would all need to be wiped down after use too.	Yellow
Snack Bar	Not feasible as it currently operates.	Red	Set snack time where children wash their hands with	Yellow

Ellington Infant School – Return to School Covid-19 Risk Assessment.

			anti bac and all sit and eat/ drink their milk at the same time. That way tables can be washed before and after eating. The children will then have to clean their hands again after eating too as they will have been touching their mouths.	
Writing			Make up packs for each of the children with their own pens/pencils which can then be wiped down at the end of the day. This would be more manageable than trying to clean them each time a pencil goes back in the pot! Paper wise it should be okay to let the children choose their own paper.	
Fine Motor	There are some things that we simple won't be able to use as they cannot be cleaned effectively		May still be able to have threading as these are plastic and can be wiped down. Pegs boards may also prove tricky as there would be so many pegs to wash.	
Playdough	Not able to be cleaned.		Close this provision.	
Sand	Not able to be cleaned, no salt water to clean it naturally as on the beach. Risk of sand in eyes and helping on shoes and socks means no social distancing for adults.		Close this provision.	
Water	Children need to wear an apron which makes this difficult. Also germs spread in water.		Close this provision.	
Mud Kitchen	Not able to be cleaned		Close this provision	
Bikes	Government has advised outdoor equipment should not be used unless we can guarantee cleaning.		Needs to be a bubble group per day and cleaned at the end of each day in preparation for the next bubble BUT only if there is enough staff available to do this.	
Climbing Frame	Government has advised outdoor equipment should not be used unless we can guarantee cleaning.		Needs to be a bubble group per day and cleaned at the end of each day in preparation for the next bubble BUT only if there is enough staff available to do this.	
Den Building	No soft furnishings can be used.		Close provision.	
Podley Construction	Too difficult to clean.		Close provision.	
Stage	Unable to use fabrics/dress up but could use instruments.		Could be used if wiped down between uses. Only if enough adults to ensure cleaning.	
ICT (KS1)	No tablets to be shared between bubbles.		Wipe down with the anti bac wipes between uses. May be a way of sitting children still for a short space of time.	
Children's pegs	Not able to use as we do currently.		Move labels with good spaces inbetween.	

Ellington Infant School – Return to School Covid-19 Risk Assessment.

Toilets	Organisation of children who need to use the toilet. Not enough toilets to separate children going at the same time.		One in and one out system to ensure bubbles do not mix.	
Cleaning	High percentage of resources and equipment that will need cleaning throughout the day including tables and chairs.		Enough cleaning equipment needs to be available.	
Adult safety	Coughs, vomit, sneezes, spitting etc. Very high risk especially in EYFS.		PPE for staff.	
Drop off and collection	High number of footfall at main entrance.		Stagger start and collection times. Use a one way system entering by Year 1 playground and exiting by Reception	

Focus Area	Comment/Description	Risk RAG	Actions	Risk RAG after actions
Water bottles	Water bottles are brought in from home Some children take water bottles home each day to wash and then return to school Some children do not have water bottles and will use a plastic cup		<ul style="list-style-type: none"> • Children to only handle and use their own water bottle • Water bottles to be kept on individual tables • All children will need to come with a water bottle 	
Table tops	Children currently sit within 2m of each other and share resources and work space – this would need to be adapted		<ul style="list-style-type: none"> • Children to have their own working area to house stationary packs and water bottles • Individual working area to be at least 2m apart • Tables to be cleaned each night and throughout the day 	
Book Area	Children would no longer be able to have free flow into the book area Children will no longer be able to share books with each other and swap them or take them home		<ul style="list-style-type: none"> • Have a small number of books which are cleaned regularly • Children to keep the books they have touched for that day and only swap at the end • Have a 'used book' tray to show which books need cleaning before being put back on the shelf • No books brought in from home • No books taken home • More time given for teacher reading stories or a class 	

Ellington Infant School – Return to School Covid-19 Risk Assessment.

			read that has been photocopied for individual use	
Lunch Trolley	Not feasible as it currently operates – children place lunch boxes on a communal trolley that gets taken to the lunch hall and could be handled by others.		<ul style="list-style-type: none"> Lunch from home to be brought in a disposable bag and kept in separate areas on the lunch trolley, if this is not feasible due to volume of bags then they are to be kept under the child's table in class. 	
Cleaning	High percentage of resources and equipment that will need cleaning throughout the day including tables and chairs.		<ul style="list-style-type: none"> Enough cleaning equipment needs to be available. Cleaning needs to be thorough Classrooms need to be left tidy and accessible to enable thorough cleaning Additional equipment or furniture to be removed from the classroom to reduce the amount of surfaces that could be contacted throughout the day The teachers desk and boards must be cleaned daily 	
Doors and windows	Doors will need to be kept open as much as possible to limit the amount of contact that is made to handles Windows should be kept open as much as possible to enable good ventilation Classes should work outside as much as possible maintaining social distancing		We would still need to ensure the safety of all on the school site. School gates must remain closed and any high risk pupils must be considered with doors and windows left open. (further risk assessment needed)	
Adult safety	Coughs, vomit, sneezes, spitting etc. Very high risk especially in EYFS.		PPE for vulnerable staff and those who wish to use it for personal protection/prevention of risk. PPE to be used when administering first aid or working in close contact with individuals (medical needs or intimate care)	
Drop off and collection	High number of footfall at main entrance.		Stagger start and collection times. Encourage social distancing on the playground - Set out markers on the playground to support this Office staff to keep glass screen closed as much as possible	

Other considerations:

Situation	Arrangements	Risk RAG	Additional notes
-----------	--------------	----------	------------------

Ellington Infant School – Return to School Covid-19 Risk Assessment.

Meetings (Small 2-3 people) between staff	Meetings to be remote where possible Members to be 2m apart where possible Open windows to allow air circulation Consider holding meetings in outside areas. Clean area after use		
Meetings (Small 2 - 3 people) with external bodies	Meetings to be remote where possible Members to be 2m apart where possible Open windows to allow air circulation Consider holding meetings in outside areas. Clean area after use		
Meetings (large)	Meetings to be remote where possible Large scale assemblies to be postponed and held in smaller bubbles. Large staff meetings held under social distancing conventions or through Zoom Clean area after use		
School events (Open Evening, Parents evening)	Large scale meeting such as open evenings to be postponed. Parents evening to be conducted (where appropriate) using remote methods (telephone)		
Fire / Evacuation	Caretaker to look at our fire plan and fire risk assessment to ensure any changes captured in this document are reflected in updated procedures. This might include: <ul style="list-style-type: none"> • updated evacuation areas • updated registration details (moving to bubble registration) • updated responsibilities for staff • maintain 2 meter social distancing between each bubble group and between each bubble group and other persons present where safe to do so All changes to fire /evacuation procedures must be communicated to all staff, pupils and relevant stakeholders.		

Ellington Infant School – Return to School Covid-19 Risk Assessment.

Shielded (extremely clinically vulnerable) pupil	Continue to shield at home following Government guidelines		
Shielded (extremely clinically vulnerable) staff member	Continue to shield at home following Government guidelines		
Clinically vulnerable Pupil	Pupils should follow medical advice and inform school		
Clinically vulnerable Staff member	<p>The staff are advised to take extra care in observing social distancing and should work from home where possible.</p> <p>Ellington will endeavour to support this, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home.</p> <p>If individuals cannot work from home, they may be offered the safest available on-site roles, staying 2 metres away from others wherever possible.</p> <p>The individual may choose to take on a role that does not allow for this distance if they prefer to do so.</p> <p>If they have to spend time within 2 metres of other people, the Headteacher/SLT will assess and discuss with them whether this involves an acceptable level of risk</p>		
Living in the same household with a shielded person (extremely clinically vulnerable) – Pupil	<p>It is advised staff only attend an education setting if stringent social distancing can be adhered to.</p> <p>If stringent social distancing cannot be adhered to, the Government do not expect those individuals to attend work.</p>	High /Medium	

Ellington Infant School – Return to School Covid-19 Risk Assessment.

or Staff	<p>Ellington will support these individuals to work at home where possible or return to work where stringent social distancing can be adhered to.</p> <p>Please refer to the HR staff FAQs for further information.</p> <p>If a child, then they should only attend if can follow and understand these instructions-if not, should stay at home.</p>		
Living in the same household with a clinically vulnerable person	<p>Child or staff member can still attend their education setting</p>		
Pregnancy	<p>After 28 weeks pregnant members of staff have been asked to shield. If before this, and the staff member has expressed a preference for being part of a family-bubble then this could be accommodated. This should form part of an pregnancy risk assessment The school should add a control measure to assign an additional member of staff to this bubble in case this situation changes</p>		<p>School and employee to work on a case by case basis</p>
Facilities –General	<p>Checklist to be followed to ensure all statutory checks have been completed and are up to date after any period of shutdown.</p> <p>Standard daily checklists for facilities completed as usual.</p> <p>Specifically, all water outlets should be flushed and legionella checks completed and up to date. Fire alarm system should be fully tested as usual. All access control arrangements and external opening fire doors double checked to ensure all working.</p>		
Facilities-Staffing	<p>Maintain health & safety compliance checks and routine site safety inspections (to be recorded). These include but are not limited to:</p> <ul style="list-style-type: none"> · Water hygiene/legionella · Gas safety · Electrical safety · Fire safety security · Heating Ventilation and Air Conditioning · Daily & monthly site safety checks, including security and access system <p>Schedule an agenda for daily cleaning tasks</p> <p>Support school with any and all ad-hoc cleaning requests</p> <p>Regular monitoring of stock levels for cleaning supplies</p> <p>Assist with advising and implementing government covid-19 guidelines as necessary</p>		

Ellington Infant School – Return to School Covid-19 Risk Assessment.

	Assist the school with advising and implementing government covid-19 guidelines as necessary, to include installing 2 metre safe distance markers, displaying posters, etc. Switch off air-con units unless no risk has been identified		
School Trips	School trips will cancelled until September 2020 at the earliest. Waiting for Government advice about those trips planned for after this date..		
Contractors	<p>Standard contractor H&S applies.</p> <p>Site should contact their regular contractors to establish risk assessments that specifically reference Covid-19 control measures.</p> <p>Caretaker should ensure that contractors are aware of local rules for each school (availability of classrooms; opening hours etc.) when signing in at site.</p> <p>Caretaker to supervise induction process on arrival. To include; ·</p> <p>Contractor to sign Site Induction form · Carry out a dynamic risk assessment to identify that any proposed work is safe to continue in keeping with government covid-19 guidelines · If necessary barrier off work area · Can the work be postponed for a more suitable and safer time of day? · Correct PPE is worn</p>		
Capital and Condition Works	Where possible, capital/condition works should be deferred to the Summer holidays. Where it is necessary to begin capital works early, contractors should work with the operations team and the school to establish safe systems of work and provide a risk assessment that specifically references Covid-19.		