

**RISK ASSESSMENT : Return to School**

School	Balnamore Primary School	Activity	COVID-19	Review Date:	
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Assessment completed by:					
Name:	Avril Wilson	Date:	August 2020	Signature:	

Hazard	Persons Exposed and How	Risk before controls	Control Measures to be put in place	Action by Whom	Action by When	Completed
<b>People with symptoms of Covid -19 creating potential for transmission from person to person</b>	Children Staff Essential Visitors		<ul style="list-style-type: none"><li>*Staff, children, parents or essential visitors (suppliers/contractors) are made aware that they MUST NOT enter the school grounds if they or any member of their household are displaying symptoms of Covid-19</li><li>*Posters will be placed in prominent places throughout the school</li><li>*If anyone becomes unwell with a new, continuous cough or a high temperature in an education setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance</li><li>*The School Hall will be used to isolate children who are feeling unwell/have a temperature.</li><li>*If a child is awaiting collection, they should be moved to the room where they can be isolated, with appropriate adult supervision until picked up. This area is away from other pupils and staff and can be ventilated with windows opened.</li><li>*If the child needs to go to the bathroom while waiting to be collected, they should use the staff toilets</li></ul>	Principal & all staff		

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			<p>*The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>*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.</p> <p>*Face coverings and gloves 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).</p> <p>*In an emergency, call 999 if the child is seriously ill or injured or their life is at risk.</p> <p>*If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>*When a child or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education 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 or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</p>	<p>Building Supervisor</p> <p>First Aiders/Principal</p>		

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			<p>*A robust recording of attendance must be kept within school. Any visitors attending the school, must sign a track and trace overview at the front office.</p> <p>The Chair of Governors will be kept fully up to date on situations that arise</p>	Clerical officer		
<b>People with a confirmed case of Covid -19 creating potential for transmission</b>	Children Staff Essential Visitors		<p>*Where the child or member of staff tests positive, the rest of their class or group within their education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. All staff and pupils who are attending an education will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario. Remote learning will commence if a school or class has to isolate.</p> <p>*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, year group or whole school. 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.</p> <p>*If a member of a group is sent home parents of other children in the group will be informed by phone, text and email (if possible, as not all parents have email)</p> <p>* Testing information will be placed on the school’s website in the parent information area</p>	<p>Principal to review and update Teaching and Learning Policy</p> <p>Principal and Governors</p> <p>Principal to review communication methods</p>		



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<b>especially younger pupils/children</b>			<p>not to touch their faces. Timetabled into daily routines at the start of the day – everyday.</p> <p>* variety of posters about hygiene in the bathrooms, classes and in corridors</p>			
<p><b>Keeping the school clean to a higher level of cleanliness</b></p> <p><b>Building Supervisor is off due to self - isolation or illness</b></p> <p><b>Cleaning an infected area</b></p>	All children and staff		<p>* Building Supervisor to act upon guidance normally linked to ‘deep cleans’ as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, desks, shelving, etc)</p> <p>* Teachers and classroom assistants to regularly clean areas in own classrooms (at least twice during the day)- door handles, desks, sink etc teachers to be provided with individual cleaning kits</p> <p>* Pupils to take home all possessions at the end of each day. Teachers must check each day. Pupils will bring minimal equipment into school</p> <p>* Teachers and Classroom assistants to be asked to clean rooms</p> <p>* School may have to close, in agreement with PHA, Governors, and EA</p> <p>* Report to EANI</p> <p>* PPE should be worn (DENI have advised they will be supplying this) to include disposable gloves, apron and mask. Areas should be cleaned with a neutral surface cleaner, followed by disinfectant. These should now be double- bagged and stored securely (in boiler house) for 72 hours then thrown away as normal</p>	<p>Building Supervisor</p> <p>Building Supervisor and Principal</p>		

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<b>Limiting the face-to-face contact between home and school</b>			<p>*All correspondence out of school to be uploaded to the website and correspondence into school to come via a phone call or e-mail. Ask parents to avoid visiting the office window.</p> <p>* Try to minimise the use of cash, which can act as a vector of transmission. Parents can be encouraged to pay for dinner by cheque, cash payment must be in an envelope and correct money only as it will sit for 72hrs before being counted</p> <p>*Parent discussions/ queries should be completed by phone or email. All Visitors to wear face masks on site</p>			

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<b>SEND, Medical and Underlying Health Conditions</b>	Some pupils are statemented with specific conditions		<p>*Individual risk assessments to be updated to reflect the additional measures that will need to be followed in relation to these challenges (this may include the use of PPE) with specific reference to staffing requirements.</p> <p>* One to one staff will be available as required to support children</p> <p>* Teacher needs to go over rules on a one to one basis before school starts</p>	SENCO and Principal		



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<b>problems or sickness or a bereavement in their family during the school's closure</b>			*If required, access specialist support for the pupil, and if need be their family			
<b>Some pupils may be more vulnerable to exclusion.</b>			*Identify any pupils who could be vulnerable to exclusion and individually risk assess			
<b>Some children may struggle with the return to routine and education</b>			*Liaise with parents prior to the start date so that parents can prepare the children (walk /drive them to school and back home each day – practise putting their uniform on, washing hands, etc – structure the day at home to begin to mirror the day at school – get children excited about seeing their friends again			
<b>Some children may struggle with anxiety</b>			*Ensure parents have advance notice of start date, so that they can prepare their child for the return to school (walk to school and back home each day – put uniform on daily – structure the day at home to begin to mirror the day at school – telephone call(s) between the pupil and teacher)			



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<b>Dropping off and picking up from School</b>			<ul style="list-style-type: none"> <li>* Reminders about the importance of social distancing will be placed on Facebook and the website each morning to the parents of the children attending school for the first week of school.</li> <li>* reminders about the importance of social distancing will be on the school website, signage throughout the school and at the school gates.</li> <li>*Educate/inform parents and pupils about the need to recognise social distancing rules during their journey to and from school</li> <li>*to come straight into playground through the pedestrian entrance and staff on duty to control this (see below).</li> <li>*P1 parents may initially accompany children into the playground but must sanitise their hand at the gate.</li> <li>*Pupils will sanitise their hands when entering the classroom, the new guidance states hand sanitiser station at all entrances as well as at / in all classrooms</li> <li>*Parents and children should not gather to greet each other or talk near the school gates and should depart promptly</li> <li>*Parents should follow 2 metre social distancing rules when arriving to collect their children</li> <li>P1/2 through – front entrance</li> <li>P3/4 through – side entrance</li> <li>P5 through – front entrance</li> <li>P6/7 through – side entrance</li> </ul>			

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			<p>*all children should arrive promptly at the time allocated to them: P1/2 – 9am, p3/4 9.10 , p5 9.10, p6/7 9am</p> <p>*Advise parents that if children are distressed and will not respond to being verbally consoled and persuaded to enter school, then physical contact by school staff should not be applied and the child should return home.</p> <p>*Signs outside the gate will remind everyone to please maintain 2m distance.</p> <p>*Parents are encouraged to leave siblings, not attending school, at home, at drop off and pick up time; if this is not possible, they should stay with their parent or in the car, rather than socialising</p> <p>*Only one parent should bring and collect their child from school.</p> <p>* Teachers will be in the playground in the morning as their class enters</p> <p>* Staff will be responsible for ensuring that hand sanitising takes place as their class enters the premises</p> <p>*Children will be escorted by teacher to the classroom and will be allowed in one by one.</p> <p>*Children should be picked up on time as they cannot be kept in the office area due to contamination across bubbles</p> <p>*pupils have the option to wear masks</p> <p>*Parents should wait for their children outside the school gate to be released by the class teacher and should be encouraged to stay two</p>			

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			<p>metres apart – to be included in return to school letter</p> <p>*We recommend that children do not walk home alone because of social distancing</p> <p>*Dogs should not be brought to the school gate</p>			
<b>Overcrowding in the cloakroom</b>			<p>*Cloakrooms will be used by individual classes and will be accessed at staggered times</p> <p>*Children bring only a coat, water bottle and their break. These items should be taken home at the end of the day. Nothing further should be brought in from home.</p> <p>*no bags to be brought</p>			
<b>Assemblies</b>			*There will be no assembly until further notice.			
<b>Moving around school</b>			<p>*Children and staff should avoid moving around the school building wherever possible. If they do, they should be in lines. Passing in corridors is not a significant risk.</p> <p>*No un-supervised movement</p> <p>*Supervised time to visit the toilet-one child at a time</p> <p>*Regular hand washing</p> <p>*essential movement only</p>			

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<b>Capacity &amp; organisation of teaching spaces</b>			<p>*Each class will remain in their grouping throughout the school day, this includes break and lunch times</p> <p>*Maintain reduced class contact in order to prevent cross-contamination, this will require staggered times within school to access the playground and may also require specific zones in the playground</p> <p>P1/2 and p3/4 – break 10 – 1015 – lynne and Ann to supervise</p> <p>P5,p6/7 – break 1015 – 1030 – Nicola and Kathyryn to supervise</p> <p>*For pupils with specialist support staff, separate spaces may be required</p> <p>* Ensure classrooms are well ventilated: window and doors open</p> <p>*Children will experience a reduced curriculum with focus only on tabletop activities and no permission to circulate around the teaching spaces</p> <p>*No sharing of resources and all resources to be cleaned daily. Children provided with school essential equipment-not brought from home –</p> <p>*Removal of all unnecessary displays/resources/trolleys/shelving</p> <p>* Remove soft furnishings, soft toys and toys that are hard to clean e.g. toys with intricate parts</p> <p>*Consider which lessons or classroom activities could take place outdoors.</p> <p>*All children must face forward in the classroom seating arrangements</p>			

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<b>Social distancing in classrooms</b>			<ul style="list-style-type: none"> <li>*Current government advice states that each class maintain their bubble and that mixing of classes should be avoided.</li> <li>*Planned use the outside space for learning where possible.</li> <li>*Staff should avoid working next to children unless absolutely necessary and follow social distancing advice where possible.</li> <li>* Keep classroom doors and windows open, if possible, for air flow</li> </ul>			
<b>Toileting</b>			<ul style="list-style-type: none"> <li>* children should be able to go to the toilet on their own however an adult should ensure that children from another class are not present in the toilet area therefore toilet visits by individual children should be kept to a minimum – with whole class visits timetabled instead.</li> <li>*Limited number for the toilets</li> <li>*Staff limit the number of pupils (e.g. one in, one out of the class space at any given time)</li> <li>*Supervised by staff member, if possible</li> <li>*Toilets to be used by year groups as previous</li> <li>*Staff use the designated staff toilets - toilets, wash hand basins, door handles etc should be sanitised after use - with cleaning equipment provided</li> </ul>			





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Contaminated surface risk  Contact and mixing			<ul style="list-style-type: none"> <li>*Minimise contact and mixing by changing classroom layout</li> <li>*Surfaces to be kept clear</li> <li>* children should be kept in class “bubbles” No mixing with others</li> <li>*Staggered drop off and pick up</li> <li>* Staggered breaks</li> <li>* time tabled use of outdoor space</li> </ul>			
Rooms			*windows/doors, where possible, be kept open to maintain good ventilation			
Handling children’s books (covid cardboard and paper 24hrs)			<ul style="list-style-type: none"> <li>*Teacher marking should be completed in the classroom and regular handwashing completed by the class teacher</li> <li>*Increased use of self-marking/ calling of answers</li> <li>*NO peer marking</li> <li>* Children keep the books they need in their zip folder and put into box to be marked</li> </ul>			
Handling of essential forms			<ul style="list-style-type: none"> <li>*Use of email</li> <li>* if paper copy, the paper must be stored for 24 hours - if children return forms, they must be placed in a box for 24 hours before sending to Clerical Officer</li> </ul>			
Sending Letters/ newsletters			*Use of email and school website			
Handling money Covid 3 days metal money			<ul style="list-style-type: none"> <li>*Limit the request for money</li> <li>* Payment by cheque, if necessary</li> <li>*Request correct money sent in an envelope if payment cannot be made by cheque</li> </ul>			
Use of stationary			<ul style="list-style-type: none"> <li>*Children are supplied with all necessary stationary</li> <li>* NO SHARING</li> </ul>			



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			<ul style="list-style-type: none"> <li>* staff should not share stationary/keyboard/ mouse, iPad etc</li> <li>* the use of any school machine e.g. photocopier, laminator etc MUST be sanitised after use</li> <li>* only office staff and principal to be office area</li> </ul>			
<b>Classroom Seating</b>			<ul style="list-style-type: none"> <li>* <b>children always sit in the same place in the classroom</b></li> <li>* <b>desks arranged so that children are not facing each other – in rows facing forward</b></li> </ul>			