



COVID 19 TWO RIVERS SCHOOL

RISK ASSESSMENT FOR: Two Rivers Primary	ASSESSMENT UNDERTAKEN BY: SMT DATE: MAY 2020	ASSESSMENT REVIEW BY WHOM: DATE
--	---	---------------------------------------

HAZARD RATINGS A	1 = Minor Injury 3 = Major Injury 5 = Serious Injury	LIKELIHOOD B			2 = Unlikely 4 = Occasional 6 = Probable	RISK PRIORITY C	18-30 = High 6-12 = Medium 2-4 = Low
HAZARD	PERSONS AT RISK	A Hazard Rating	B Likelihood	C (AXB) Risk	CONTROL MEASURES	ACTION (Additional)	
Movement of people through school – cross contamination	All children and staff	5	6	30 HIGH	<ul style="list-style-type: none"> Only people not displaying symptoms are in school SMT will collect children from parents and take to classes (washing hands between each child) Staff asked to stay in their identified family groups, covering own breaks. 	To ensure all adults adhere to social distancing as much as possible SMT to model. Staff will be asked not to walk around school.	
Inability to social distance (safeguarding through hand holding)	All children and staff	5	6	30 HIGH	<ul style="list-style-type: none"> Only having up to 4 children in sensory classes at a time Only having up to 6 children in the red and yellow phase classes at a time Only having up to 7 children in the Blue phase classes at a time Having the same children in for 2 days at a time Have a clean down before the team changes 	Display cleaning regime in each used classroom Identify family groups on rotas Share information with families Hand washing – separate for pupils/staff	

COVID 19 TWO RIVERS SCHOOL

HAZARD RATINGS A	1 = Minor Injury 3 = Major Injury 5 = Serious Injury	LIKELIHOOD B			2 = Unlikely 4 = Occasional 6 = Probable	RISK PRIORITY C	18-30 = High 6-12 = Medium 2-4 = Low
HAZARD	PERSONS AT RISK	A Hazard Rating	B Likelihood	C (AXB) Risk	CONTROL MEASURES	ACTION (Additional)	
					<ul style="list-style-type: none"> Keeping the same staff in the room Using designated outside areas Plenty of handwashing for everyone 	Use of soap dispenses. Anti-bacterial wiping of corridors	
Mixing of population	All children and staff	3	4	12 MEDIUM	<ul style="list-style-type: none"> Staggered entry of pupils into school. Pupils and staff to use designated spaces for work/play. Pupils and staff to use only designated spaces for toileting. One member of each class identified as a 'runner' for first aid equipment, lunches and other class needs, + collecting from gate. 	Gates identified for each family group to enter school. Gate 1 (y2 playground)– Y1/3 Gate 2 (Hall)– Red 3/4 Gate 3 (front door) - Y2/R2 Gate 4 (side gate)– Blue 1,2/3	
Sharing equipment	All children and staff	3	4	12 MEDIUM	<ul style="list-style-type: none"> Pupils to be allocated a set of pencils and essentials to complete tasks. These are not to be shared. Staff will monitor and clean down equipment at the end of each day. Staff to ensure all copying and printing is collected by the 'runner' in your room. 	Photocopier to be wiped between uses – last user to wipe down. Only wipe able equipment/toys to be used. Robust cleaning of	

COVID 19 TWO RIVERS SCHOOL

HAZARD RATINGS A	1 = Minor Injury 3 = Major Injury 5 = Serious Injury	LIKELIHOOD B			2 = Unlikely 4 = Occasional 6 = Probable	RISK PRIORITY C	18-30 = High 6-12 = Medium 2-4 = Low
HAZARD	PERSONS AT RISK	A Hazard Rating	B Likelihood	C (AXB) Risk	CONTROL MEASURES	ACTION (Additional)	
						equipment each Wednesday.	
Personal care including injury Personal information to be accessible in each room	All children and staff	5	4	20 HIGH	<ul style="list-style-type: none"> • Staff to use first aid boxes in located areas – first aid person to be identified within each working team. One member of staff (runner) to seek support from SMT/nurse where needed. • Staff to wear PPE to change pupils. • Medical supplies to be distributed to each class. 	SMT to be allocated a phase to support. SIF's/care plans to be printed for each room	
Personal care – changing and feeding	All children and staff	5	4	20 HIGH	<ul style="list-style-type: none"> • Follow Gov guidance which currently states PPE to be available and worn for all personal care. • One person allocated to support with personal care each day. • Normal guidance to be followed regarding cleaning down and washing hands. • To encourage pupils to be as independent as possible. 	Feeding mats to be shared in classes. Staff to follow personal care regimes.	
Illness	All children and staff	3	4	12 MEDIUM	<ul style="list-style-type: none"> • All illness to be reported immediately to SMT - pupils must be removed to 'safe 	If any child/member of staff displays	

COVID 19 TWO RIVERS SCHOOL

HAZARD RATINGS A	1 = Minor Injury 3 = Major Injury 5 = Serious Injury	LIKELIHOOD B			2 = Unlikely 4 = Occasional 6 = Probable	RISK PRIORITY C	18-30 = High 6-12 = Medium 2-4 = Low
HAZARD	PERSONS AT RISK	A Hazard Rating	B Likelihood	C (AXB) Risk	CONTROL MEASURES	ACTION (Additional)	
					<p>zone'(reception) with their belongings ready for transport home. This maybe SMT to transport pupils home using school bus.</p> <ul style="list-style-type: none"> • Staff to alert SMT to any staff illness. Staff to be sent home – this is reported daily to DFE. • All areas to be cleaned down if sickness has occurred. • Plastic chairs to be placed in entrance hall. • PPE to be sited in office for use. 	systems of COVID SMT to be alerted and senior leaders to respond accordingly following Gov guidance. See attached. Allocated weekly driver for school bus to transport pupils home.	
Use of communal areas – staffroom	All children and staff	5	4	20 HIGH	<ul style="list-style-type: none"> • Staff to be signposted to designated staff space. Staff to use one drinking vessel through the day. • Staff to be responsible for cleaning own equipment. 	Staff blue 1,2/3 – zoom room Staff yellow 1,3/4 – yellow 4 classroom Staff red 3/4 – rainbow room Staff yellow 2 / red 2 – staffroom Office staff – staffroom	
Medication	All children and staff	3	2	6 MEDIUM	<ul style="list-style-type: none"> • Designated member of staff to administer meds in the space where pupils are located. 'Runner' staff to alert SMT to any concerns. 	SMT to administer medication as usual protocol	

COVID 19 TWO RIVERS SCHOOL

HAZARD RATINGS A	1 = Minor Injury 3 = Major Injury 5 = Serious Injury	LIKELIHOOD B			2 = Unlikely 4 = Occasional 6 = Probable	RISK PRIORITY C	18-30 = High 6-12 = Medium 2-4 = Low
HAZARD	PERSONS AT RISK	A Hazard Rating	B Likelihood	C (AXB) Risk	CONTROL MEASURES	ACTION (Additional)	
					<ul style="list-style-type: none"> Syringes will be cleaned under the direction of the school nurse. 		
Entry and exit to/from school	All children and staff	3	4	12 MEDIUM	<ul style="list-style-type: none"> SMT will supervise the entry and exit of pupils. Staff will wait in allocated areas to receive and send home pupils observing social distancing. SMT will monitor gate entrance and lock at 9.20am. SMT will take a paper register on pupil entry. Paper registers will be given to the office for Gill to input data. 	Staggered entry/exit time TBC Staff to enter through main are – signing in. Staff to only use allocated spaces when signed in.	
Fire – risk of fire	All children and staff	5	2	10 MEDIUM	<ul style="list-style-type: none"> All staff need to ensure they are familiar with the COVID fire procedures for each class. SMT will sweep as usual. One drill this half term. 	Posters to be displayed in all classrooms – COVID fire procedures	
Activities	All children and staff	3	4	12 MEDIUM	<ul style="list-style-type: none"> Pupils will be given a set of equipment to use. Shared toys will be sanitised in the same manner as previously instructed. There is no requirement for whole class teaching. One –to-one 	Staff responsible for the daily/weekly resource washing – only use what willing to clean	

COVID 19 TWO RIVERS SCHOOL

HAZARD RATINGS A	1 = Minor Injury 3 = Major Injury 5 = Serious Injury	LIKELIHOOD B			2 = Unlikely 4 = Occasional 6 = Probable	RISK PRIORITY C	18-30 = High 6-12 = Medium 2-4 = Low
HAZARD	PERSONS AT RISK	A Hazard Rating	B Likelihood	C (AXB) Risk	CONTROL MEASURES	ACTION (Additional)	
					activities will be encouraged and expected. <ul style="list-style-type: none"> • • Activities that may present as cross contamination must be agreed by SMT. 		
Rebound Room	All children and staff	3	4	12 MEDIUM	<ul style="list-style-type: none"> • Staff to ensure only rebound staff coordinated this therapy. • Risk assessment for use of this room to be adhered to. • Staff to clean down between uses. • Pupils to handwash before and after use of this facility. 	To staff to access cleaning materials. Pupils to handwash before and then return to allocated bubble to handwash again.	
Challenging behaviour	All children and staff	5	4	20 HIGH	<ul style="list-style-type: none"> • Challenging behaviour must reflect de-escalation. • 'Runner' to collect SMT to help manage if needed. • Staff must alert SMT to difficulties so that these can be further risk assessed. 	Pupils identified with IBSP – staff should be aware of these and understand procedure during this current time Identify calm spaces for children displaying distress – this cannot be office spaces –	

COVID 19 TWO RIVERS SCHOOL

HAZARD RATINGS A	1 = Minor Injury 3 = Major Injury 5 = Serious Injury	LIKELIHOOD B			2 = Unlikely 4 = Occasional 6 = Probable	RISK PRIORITY C	18-30 = High 6-12 = Medium 2-4 = Low
HAZARD	PERSONS AT RISK	A Hazard Rating	B Likelihood	C (AXB) Risk	CONTROL MEASURES	ACTION (Additional)	
						supervised outdoor space or hall.	
Animals and forest school	All children and staff	3	2	6 MEDIUM	<ul style="list-style-type: none"> • Until further notice no pupil is to access the farm area. • Forest school activities may be undertaken after discussing these with SMT. • Classes will be given an allocated slot for use. 	Timetable for use.	
Visitors	All children and staff	3	4	12 MEDIUM	<ul style="list-style-type: none"> • John to use the lodge for therapy – clean down after each pupil has been in this space. • Carlence to use the hall – pupils sitting on plastic chairs – staff to support with clean down after each use. 	John is collect pupils from each class – pupils to be handed over at the door.	
Use of communal areas – staffroom	All staff	3	4	12 MEDIUM	<ul style="list-style-type: none"> • Staff allocated bubble staff areas. 	Staff blue 1,2/3 – zoom room Staff yellow 1,3/4 – yellow 4 classroom Staff red 3/4 – rainbow room Staff yellow 2 / red 2 – staffroom Office staff – staffroom	
Trips	All children and staff	1	2	2	<ul style="list-style-type: none"> • No trips at present 		

COVID 19 TWO RIVERS SCHOOL

HAZARD RATINGS A	1 = Minor Injury 3 = Major Injury 5 = Serious Injury	LIKELIHOOD B			2 = Unlikely 4 = Occasional 6 = Probable	RISK PRIORITY C	18-30 = High 6-12 = Medium 2-4 = Low
HAZARD	PERSONS AT RISK	A Hazard Rating	B Likelihood	C (AXB) Risk	CONTROL MEASURES	ACTION (Additional)	
				LOW			
Providing work packs for non-attenders	All children and staff	1	2	2 LOW	<ul style="list-style-type: none"> Staff working from home will continue to provide 'virtual' schooling under the direction of SMT. Lead SMT for this provision will be Alison Taylor. 	Laura and Alison to meet weekly for feedback. Any safeguarding concerns must be report immediately.	
Supporting families and safeguarding	All children and families	3	4	12 MEDIUM	<ul style="list-style-type: none"> School will continue to support families and conduct safe and well doorstep visits. Staff must inform DSL of any concerns as they arise. Sue Forest to continue supporting identified families via telephone support. 	Staff working at home to continue to call parents- safe and well checks. Sue to alert DSL of safeguarding concerns and to share information regarding calls to parents.	
Assembly	All children and staff	1	2	2 LOW	<ul style="list-style-type: none"> Until further notice no assemblies or group gathering will take place. Teachers are requested to consider reflective time within their daily routine. 		

COVID 19 TWO RIVERS SCHOOL

HAZARD RATINGS A	1 = Minor Injury 3 = Major Injury 5 = Serious Injury	LIKELIHOOD B			2 = Unlikely 4 = Occasional 6 = Probable	RISK PRIORITY C	18-30 = High 6-12 = Medium 2-4 = Low
HAZARD	PERSONS AT RISK	A Hazard Rating	B Likelihood	C (AXB) Risk	CONTROL MEASURES	ACTION (Additional)	
Absence of pupils	All children and staff	5	4	20 HIGH	<ul style="list-style-type: none"> This will continue to be monitored daily by SMT and safeguarding. Staff must alert SMT to any concerns they may have regarding any pupil or family. Report daily to the DFE including symptoms of COVID or other illnesses. 	<p>Office staff to follow up non-attending pupils who are on rota to attend.</p> <p>Teacher to alert office staff via email of do-jo communication received regarding attendance.</p>	
Transport - The spacing of pupils and entering and leaving school.	All children and staff	5	6	30 HIGH	<ul style="list-style-type: none"> Pupils will have staggered entry and exit into/out of school – will request transport from the local authority into the school ‘bubbles’. SMT to managed gate areas and ‘runner’ staff will escort pupils into and out of school. All pupils to stay seated until staff come to take pupils into school. Transport providers will alert school and the local authorities if difficulties are encountered. 	<p>2m distance to be observed at all times.</p> <p>Escorts to line up 2m distance to handover info to the school office</p>	
Other visitors	All children and staff	1	2	2 LOW	<ul style="list-style-type: none"> No visitors to school until further notice, unless approved by SMT. 		

COVID 19 TWO RIVERS SCHOOL

HAZARD RATINGS A	1 = Minor Injury 3 = Major Injury 5 = Serious Injury	LIKELIHOOD B			2 = Unlikely 4 = Occasional 6 = Probable	RISK PRIORITY C	18-30 = High 6-12 = Medium 2-4 = Low
HAZARD	PERSONS AT RISK	A Hazard Rating	B Likelihood	C (AXB) Risk	CONTROL MEASURES	ACTION (Additional)	
					<ul style="list-style-type: none"> Staff may conduct virtual meetings under the direction of the Head teacher. 		
Admin staff – working together	Admin staff	5	4	20 MEDIUM	<ul style="list-style-type: none"> All staff should consider the 2 metre ruling. Any concerns regarding this should be reported to SMT. If office staff need to meet the hall must be used. 	No staff to enter office Staff will knock on door and wait to be answered.	
Toileting	All children and staff	5	6	30 HIGH	<ul style="list-style-type: none"> Staff and pupils will be allocated designated toilet areas. Any concerns please alert SMT. Cleaners will be alerted Staff will need to clean areas after pupil use of toilets. Staff and pupils must wash hand thoroughly after toilet use. 	Toilets to be sprayed after use – posters displayed to remind staff/ pupils of toilet procedures and clean down	
Transition	All pupils and families	1	2	2 LOW	<ul style="list-style-type: none"> All transition will be conducted remotely. 	Virtual tour video to be shared with pupils and families.	
Classroom management– physical space	All staff and children	5	6	30 HIGH	<ul style="list-style-type: none"> As much a possible, pupils to work/play outside in supervised designated spaces. Where possible ensure pupils are separated as much as possible. 	Staff to open windows to encourage ventilation	

COVID 19 TWO RIVERS SCHOOL

HAZARD RATINGS A	1 = Minor Injury 3 = Major Injury 5 = Serious Injury	LIKELIHOOD B			2 = Unlikely 4 = Occasional 6 = Probable	RISK PRIORITY C	18-30 = High 6-12 = Medium 2-4 = Low
HAZARD	PERSONS AT RISK	A Hazard Rating	B Likelihood	C (AXB) Risk	CONTROL MEASURES		ACTION (Additional)
					<ul style="list-style-type: none"> • Staff to open windows for provide classroom ventilation. 		