

COVID 19 TWO RIVERS SCHOOL

RISK ASSESSMENT FOR: Two Rivers Primary	ASSESSMENT UNDERTAKEN BY: SMT DATE: September 2020	ASSESSMENT REVIEW BY WHOM: DATE
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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 Staff to collect pupils as stated on rota. Staff asked to stay in their identified bubbles, covering own breaks. Marie – bubble 1 (red 2,3,4, yellow 2) Collette – bubble 2 (yellow 1,3, blue 1,2,3,4) 	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"> Two bubbles now operate in school. Each bubble has allocated class and play spaces, toilets and changing facilities. Staff have their own toilet and staffroom space for their bubble. Having the same children in for 2 days at a time (7/8 pupils max per class) until 17th September. After 	Display cleaning regime in each used classroom Share information with families Hand washing – separate for pupils/staff	

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					<p>this date there will be up to 15 pupils per class.</p> <ul style="list-style-type: none"> • Staff to clean areas of communal use – rebound, therapy room, lodge. • Keeping the same staff in the room • Lunches to be eaten in classrooms. • Pupils/staff continue to follow hand washing regimes. 	<p>Use of soap dispenses. Anti-bacterial wiping of corridors</p>	
Mixing of population	All children and staff	3	4	12 MEDIUM	<ul style="list-style-type: none"> • Staggered entry of pupils into school. • Buses – 9am and 3pm • Walking pupils 9.15pm and 3.15pm • 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. • Shared spaces are timetabled and staff are required to clean spaces 	<p>Gates identified for each family group to enter school. Gate 1 – Yellow 1/3 and Blue 1,2,3,4 Gate 2 – Red 2,3,4 and Yellow 2</p>	

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					at the end of each day – using their own classroom cleaning products. <ul style="list-style-type: none"> • Cleaning materials are NOT to be left in shared spaces. • Body fluid must be cleaned away immediately. 		
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 equipment each day.	
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. 	SMT to be allocated a phase to support. SIF’s/care plans to be printed for each room	

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					<ul style="list-style-type: none"> Medical supplies to be distributed to each class. 		
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. Depending on need staff to be 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 zone'(reception) with their belongings ready for transport home. This maybe SMT to transport pupils home using school bus. Staff to alert SMT. SMT to report this in-line with Staffordshire guidance. All areas to be cleaned down if sickness has occurred. 	If any child/member of staff displays systems of COVID SMT to be alerted and senior leaders to respond accordingly following Gov guidance. See attached. Allocated weekly driver for school	

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					<ul style="list-style-type: none"> Plastic chairs to be placed in entrance hall. PPE to be sited in office for use. 	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. 	Bubble 1 – Staffroom Bubble 2 – Zoom Room	
Medication	All children and staff	3	2	6 MEDIUM	<ul style="list-style-type: none"> Gina to administer meds at the door of the space where pupils are located. ‘Runner’ staff to alert SMT to any concerns. Syringes will be cleaned under the direction of the school nurse. 	SMT to administer medication as usual protocol	
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 (Collette – gate 1, Marie – Reception) SMT will monitor gate entrance and lock at 9.40am. TA’s will be allocated bus runs to collect pupils am and return them pm. Teachers to take registers in class – register closes at 9.40am. Runners in classes must alert 	Staggered entry/exit time TBC Staff to enter through main are – signing in. Staff to only use allocated spaces when signed in.	

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					office staff to any concerns regarding attendance. <ul style="list-style-type: none"> • REGISTERS to be taken mornings and after lunch. • Teachers to remain with walking pupils. SMT to be alerted if additional staff are required to support. 		
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. • Activities that may present as cross contamination must be agreed by SMT – sand, playdough, messy play, cooking etc. Teachers to assess risk and seek support where needed. • Curriculum activities will commence for the start of September. 	Staff responsible for the daily/weekly resource washing – only use what willing to clean	

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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 at the end of each day. Phases to agree timetables for this. • 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. • Physical intervention only to be used where the child has a vulnerability assessment – see Collette. 	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 – supervised outdoor space or hall.	
Animals and forest school	All children and staff	3	2	6 MEDIUM	<ul style="list-style-type: none"> • These areas are timetabled for use. 	Timetable for use.	

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					<ul style="list-style-type: none"> Forest school activities may be undertaken after discussing these with SMT. Classes will be given an allocated slot for use. 		
Visitors	All children and staff	3	4	12 MEDIUM	<ul style="list-style-type: none"> John/Carlense and Fiona to use the lodge for therapy – clean down after each pupil/group has been in this space. Megan (Tuesdays) to use the Rainbow room for OT. 	John/Carlense is collect pupils from each class – pupils to be handed over at the door. Staff to deliver pupils to Fiona for intervention and therapy.	
Use of communal areas – staffroom	All staff	3	4	12 MEDIUM	<ul style="list-style-type: none"> Staff allocated bubble staff areas. 	Staffroom – Red 2,3,4, Yellow 2 and Office Staff Zoom Room – Yellow 1/3 and Blue 1,2,3,4	
Trips	All children and staff	1	2	2 LOW	<ul style="list-style-type: none"> Forms to be completed at least two weeks prior to visit. Staff must include venue risks assessments. Forms to be discussed by SMT. If agreed staff must then complete the Evolve forms. 	SMT to discuss and consider risk in light of COVID.	

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Contingency plan in case of future closure.	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. 	Laura and Alison to meet weekly for feedback. Any safeguarding concerns must be reported 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 required to conduct assemblies within their phases – timetable on server. 		
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. 	Office staff to follow up non-	

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					<ul style="list-style-type: none"> 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. 	attending pupils who are on rota to attend. Teacher to alert office staff via email of do-jo communication received regarding attendance.	
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. Teacher are required to be prompt to elevate traffic in drop-off and collection areas. SMT to managed gate areas and staff are timetabled to collect and drop-off children. Transport providers will alert school and the local authorities if difficulties are encountered. 	2m distance to be observed at all times. Escorts to line up 2m distance to handover info to the school office	
Other visitors	All children and staff	1	2	2 LOW	<ul style="list-style-type: none"> Visitors to be agreed by SMT and all meetings will be held in the Hall of middle leaders room. Staff will continue to conduct virtual meetings under the direction of the Head teacher where possible. 		

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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. • Staff will need to clean areas after changing of pupils. • 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	
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 for provide classroom ventilation. 	Staff to open windows to encourage ventilation	