

HUTTON RUDBY PRIMARY SCHOOL

COVID-19 RISK ASSESSMENT SEPTEMBER 2020

The HRPS Covid-19 Risk Assessment is based upon based on a template from the Health and Safety Executive (HSE) .
It is also based upon the advice outlined in the government documents entitled:

Actions for schools during the coronavirus outbreak (Updated August 7th)

Guidance for the full opening of schools (Updated August 28th)

All risks identified and evaluated in school have been risk assessed using a matrix risk assessment model as outlined below.



5 x 5 Risk Matrix

L
I
K
E
L
I
H
O
O
D

5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5

CONSEQUENCES

Risk Rating
High
Medium
Low

1-3	NO ACTION
4-8	MONITOR
9-15	ACTION
16	URGENT ACTION
20-25	STOP

RISKS ASSESSED



HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	RISK RATING			ADDITIONAL CONTROLS	NEW RISK RATING (RESIDUAL)			ACTION: WHO?	ACTION: WHEN?	DONE
			L	C	R		L	C	R			
Parent contact at drop off/pick up	Parents, Carers, Staff, Children.	Parent are not coming into school building. Gates are open to reduce contact	4	4	16	Staggered drop off and pick up times (See attached document showing drop off and pick up timings)	2	4	8	SLT, Governors. All Staff	Ready for September	
Children entering school – external contamination entering building	Children, Adults in School	Children wash hands/use sanitiser when entering school from main entrance	4	4	16	Hand sanitiser systems outside every entrance into school. Wash hands regularly throughout day e.g on arrival in school, an regular intervals in the classroom, before entering toilets and after using toilets, before and after lunchtimes.	2	4	8	SLT, Governors. All Staff	Ready for September	
Office staff safety	Belinda & Wendy	Belinda is taking measures to social distance. Parents aren't allowed in school.	3	3	9	Stay Alert Sliding window to be installed. PPE provided if necessary for all office staff. Signage put up to deter children from 'wandering' Designated first aider in each year group area to stop children coming to office. First Aid/Disabled toilet refurbished and ready to be used.	2	3	6	SLT Governors All Staff	Ready for September	
Furniture limiting space in corridors	Everyone	Nothing	2	3	6	Remove furniture that obstructs corridors and ensure all corridors are as wide as practically possible.	2	3	6	SLT	Ready for September	

Cross contamination on Staff toilets surfaces areas	All Staff	Washing hands after toilet	3	3	9	<p>Anti-bac sanitiser to spray surfaces.</p> <p>Caretaker to increase surface washing.</p> <p>Internal doors to be kept open where practically possible.</p> <p>Wipes near to all high contact surfaces (i.e. photocopiers etc)</p>	2	3	6	SLT Caretaker All Staff	Ready for September	
Cleaning to reduce potential contamination	All Staff	Thorough cleaning schedule in place.	3	3	9	<p>A cleaning schedule is in place and recorded daily that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms / shared areas that are used by different groups.</p> <p>Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal</p> <p>Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning by the caretaker and where possible after each use. Caretaker sanitises these areas each night.</p> <p>Lidded Bins for tissues and other rubbish are emptied throughout the day.</p> <p>Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary</p> <p>Consideration given to how play equipment/PE equipment is used ensuring it is appropriately cleaned between groups of children using it.</p>	2	3	6	All Staff SLT Caretaker	Ready for September	
Shared Resources	All Staff		3	3	9	<p>Zip up plastic wallets.</p> <p>Classroom based resources, such as books and games, can be used and shared within the Key Stage bubble; these are cleaned regularly, along with all frequently touched surfaces</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles</p> <p>Pupils can bring essentials such as lunch boxes, hats, coats, books, bags into school.</p>	2	3	6	All Staff SLT Caretaker	Ready for September	

						<p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources</p> <p>Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day</p>					
Staff Room - Limited seating for effective social distancing	All Staff	Reduced furniture in room to make more space.	3	3	9	<p>Additional seating placed in staffroom to allow for social distancing.</p> <p>New office has enabled photocopier to be moved out of staff room and thus creating more space.</p> <p>Extra sanitising spray and wipes next to high contact surfaces.</p> <p>All surfaces to be kept clear at all times.</p> <p>All items used, eg; cups, plates, to be placed in dishwasher by the person who has used them.</p> <p>Staffroom usage at lunchtimes to tie in with staggered children's lunchtime minimising staffroom contact.</p>	2	3	6	All Staff	ON GOING
Cross contamination of classroom resources	Everyone	Thorough cleaning schedule in place.	4	4	16	<p>Individual sets of resources for each child, e.g pens, pencils, rulers, rubbers, scissors etc.</p> <p>Resources in Reception and Year 1 to be managed at teacher's discretion, Removal of familiar children's resources at this age will have a severe detrimental impact upon the health and wellbeing of the child and presents a risk not practicably possible to manage by simple removal.</p> <p>Children given zip up plastic wallet containing stationary resources.</p>	2	4	8	All Staff	ON GOING
Children's Toilets	Children	Limiting which toilets children can use	3	3	9	<p>Further limit toilets children can use.</p> <p>Hand sanitiser pumps outside toilet doors for children to use before going into toilets.</p> <p>Wash hands after using toilet.</p>	2	3	6	Children All Staff	ON GOING

						<p>Limit toilet usage, only one at a time where practically possible.</p> <p>Hand dryers de-activated and replaced with lidded bins and paper towels.</p>					
Eating at Lunchtime	Everyone	<p>Children eat one to a table.</p> <p>Only have small amount of children in school.</p>	4	4	16	<p>Lunches will be staggered with controlled groups in hall one at a time.</p> <p>Lunchtime supervisors to be assigned to specific groups.</p> <p>Class teachers to eat with class and stay with class during lunch. Teachers break when children outside at lunchtime after children have finished their lunch.</p>	2	4	8	<p>All Staff</p> <p>Midday Supervisors</p>	Ready for September
Playtimes	Everyone	No risk currently as children numbers are low	4	4	16	<p>All members of staff to collect children from playground on time.</p> <p>Wet Playtime - In the probable event of adverse weather and the field being out of action, all children will have indoor playtime in their own respective classroom bubble area of school.</p>	2	4	8	<p>All Staff</p> <p>Midday Supervisors</p>	Ready for September
Drop off and pick up times.	Parents Staff Children	No risk currently as not enough children.	4	4	16	Children will have allocated drop off and pick up times as well as specific areas to use as entrances to schools.	2	4	8	All Staff	Ready for September
Accidents and Injuries	Staff Children	Treat by paediatric first aider on site	4	4	16	<p>Each classroom to use their own first aid kit.</p> <p>TA/Teachers to deal with first aid within class where practically possible – for examples cuts, scrapes, nose bleeds, head bumps etc.</p> <p>Serious injuries to be dealt with in the medical room – under no circumstances will any child be sent to the office.</p> <p>Bungalow to be used as quarantine area for suspected cases of COVID19. PPE to be provided for any staff dealing with a suspected COVID19 case.</p>	2	4	8	All Staff	Already in place

	Arrive	Break	Lunch Eating	Lunch Playing	Home
YR	8:30 Front of school	Free flow Outdoor Area	Hall 11:30 – 12	12 – 12:30 Outdoor Area / Front playground	2:45 Front Playground
Y1	8:40 Front of school	10:40 - 11 Nature area	Hall 12 – 12:30	12:30 – 1 Field 1	3:00 Front playground
Y2	8:50 Front of school	10:40 - 11 Back playground	Hall 12:30 - 1	12 – 12:30 Field 1	3:15 Front playground
Y3	8:40 Year 3 fire door	10:40 - 11 Field 1	Classroom School Dinner collection: 12:00	12:30 – 1 Field 2	3:00 Front playground
Y4	8:50 Side of school near IT suite	10:40 - 11 Field 2	Classroom School Dinner Collection: 12:15	12:30 – 1 Field 3	3:15 Front playground
Y5	9:00 Bike shed	10:40 - 11 Field 3	Classroom School Dinner Collection: 12:30	12-12:30 Field 2	3:30 Back playground via bike shed
Y6	9:00 Normal entrance	10:40 - 11 Front playground	Classroom School Dinner Collection: 12:40	12 – 12:40 Field 3 / Nature area	3:30 Front playground