


IMPORTANT – please read this information before completing this risk assessment.

This is a model risk assessment and MUST be adapted to reflect the significant hazards and control measures present in your site to allow the safe return of pupils and staff to your school. This is a live document and it must be continuously reviewed alongside the latest Covid-19 government guidance. It must also be read alongside existing risk assessments and health and safety arrangements for your school.

The control measures listed **are prompts** and will not necessarily reflect those in all establishments and you MUST adapt it by adding (or removing) **and outlining in detail the** control measures as appropriate to your establishment.

 <p>An Daras Trust Igniting Curiosity Growing Capabilities</p>	Establishment/Department: Windmill Hill Academy (part of the An Daras Trust)	Establishment Risk Assessment	RA100
	Address: Windmill Hill, Launceston, Cornwall. PL15 9AE.		
Person(s)/Group at Risk Staff, Pupils, Visitors and Contractors	<p>Date assessment completed: 19.5.2020 (Reviewed: 27.5.2020)</p> <p>This document is to remain under constant review due to the fast-changing nature of DfE / Government guidance in response to the challenges posed by Covid-19.</p>		
<p>Return to school risk assessment – based on the principles and guidance contained within DfE Guidance: Coronavirus (COVID-19): implementing protective measures in education and childcare settings (12 May 2020)</p> <p>This risk assessment is generic, and each school is responsible for reviewing and amending to ensure it is applicable to their setting. This risk assessment should be read alongside CC guidance document, H & S checklist and the latest government guidance: https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings</p>	<p>Assessor(s): Abby Bassett (Head of School), Joanne Callow (Executive Headteacher)</p>		

Updates: Changes to grouping organisation (not alphabetically) due to lower numbers of staff.	
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Significant Hazard Section	Control measures in place Additional measures or actions not included in this column below should be put in the assessor's recommendations at the end of this document
Movement of persons around the school	
Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing.	<i>Stagger drop-off and collection times (Key worker group: 8.45am and 3.15pm, Y6: 9am and 3pm, Y1: 9.15am and 2.45pm and YF: 9.30am and 2.30pm). Provide information to parents via the school website and ClassDojo. Send reminder via ClassDojo nearer to reopening. Different entrances/exits used for different year groups/key worker group: Year F: Year F door, Year 1: Year 2 exit door, Y6: main playground door, Key worker/vulnerable group: Hall door. This entrances/exits will be clearly labelled.</i>
Parents gathering at school gate not social distancing	<i>Plan parents' drop-off and pick-up protocols that minimise adult to adult contact. Make clear to parents that they cannot gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). Parents to be informed and reminded via ClassDojo.</i>
Overcrowding in classrooms and corridors.	<i>Keep to small groups - classes organised into two groups (group a and group b) per year group (if required) in Years F, 1 and 6, with no more than 15 pupils per small group and one teacher (and, if needed, a teaching assistant). Group A will attend for 2 days (Tuesdays and Wednesdays) and so will Group B (Thursdays and Fridays). Desks to be spaced as far apart as possible. Set out classrooms, where possible, to ensure access to outside space and their age appropriate equipment and resources, whilst preventing mixing with other class groups. (YF: Year F classroom and outdoor area, Y1: Year 1 and 2 classroom and use of half the playground and/or the shelter, Y6: Year 5 and 6 classroom and garden, key worker/vulnerable group: hall, Year 4 classroom and half of the playground. The playground will be divided into two using barriers and pupils and staff reminded. Reduce movement around the school (groups to keep to their zones) using timetabling and appropriate selection of classroom or other learning environments. No assemblies.</i>
Increased numbers during breaks compromising social distancing.	<i>Break times and lunchtime breaks to take place in outdoor areas allocated (see above) and ensure appropriate supervision is in place. The playground will be divided as two groups will need to use the playground but keep to half (no mixing of children or equipment). If the playground is required by a group with the allocated space, times will need to be staggered.</i>
Increased numbers during lunchtime compromising social distancing.	<i>Pupils will eat lunch in their allocated classrooms at tables which are spread apart. Pupils have been asked to bring in packed lunch in a disposable bag (part of letter to parents via ClassDojo and the website). Parents will be reminded via ClassDojo of this prior to re-opening. Tables will be cleaned prior and after eating. Cleaning spray, cloths, and gloves are in all classrooms and areas being used. FSM pupils will continue to be provided with FSM vouchers in order for their parents to be able to provide them with a packed lunch.</i>
Spread of virus due to increased numbers of people within the building.	<i>Inform parents (via the website and ClassDojo) that if their child needs to be accompanied to school only one parent should attend. Parents to be reminded, via ClassDojo, prior to re-opening.</i>

Inadequate social distancing measures leading to spread of the virus	<p><i>Always keep cohorts together, where possible. Years F, 1 and 6 (who are not accessing the key worker/vulnerable group) are organised in the same small a/b groups of maximum 15 pupils and not mixed on subsequent days. Each cohort should retain the same teacher/TA, where possible. (limited staffing due to vulnerability or shielding a family member). No mixing of groups e.g. sports.</i></p> <p><i>Key worker/vulnerable children group (where they require more than the two allocated days or do not fall within Years F, 1 and 6) will be kept as a separate group (bubble). Parents to be notified of allocated days via ClassDojo/text/email, prior to reopening if they require provision. Timetable and group lists to be confirmed prior to re-opening and shared with staff. These will be reviewed on a weekly basis and parents have been asked to give a week's notice if they require provision due to staffing.</i></p>
Premises related matters	<i>Please also refer to CC Health and Safety checklist.</i>
Changes to building use being safe for pupils & staff– e.g. storage, one-way systems, floor tape	<p><i>Review Whole school risk assessment, to ensure control measures remain suitable and in place. Update risk assessments to include any changes that have been necessary (e.g. handwashing, allocation of specific classrooms).</i></p> <p><i>Consider how the layout will enable access to outdoor space and the equipment necessary for teaching the year groups: YF: Year F classroom and outdoor area, Y1: Year 1 and 2 classroom and use of half the playground and/or the shelter, Y6: Year 5 and 6 classroom and garden, key worker/vulnerable group: hall, Year 4 classroom and half of the playground. The playground will be divided into two using barriers.</i></p> <p><i>Prior to re-opening, staff will set up classrooms (maintaining social distancing measures). Tables and chairs will be set out which will be spaced out. Soft furnishings/toys and toys which are not easily cleaned will be stored away.</i></p> <p><i>Consider how changes will impact on arrangements such as safe fire evacuation routes (see below).</i></p>
First Aid procedures – Reduced numbers of first aiders and Paediatric first aider	<i>Review First Aid risk assessment. Rota systems in place to ensure adequate numbers of first aid and PFA trained staff. Communication of first aid arrangements on weekly rota which are communicated to staff via email.</i>
Fire Procedures	<p><i>Review the fire risk assessment taking into consideration any changes made to the layout, and the impact this may have on fire evacuation and escape routes.</i></p> <p><i>Ensure that testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers and that any interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures. Review where required fire evacuation routes and assembly points to ensure that social distancing guidelines are being met.</i></p>
Water hygiene – management of legionella	<i>Reviewed water hygiene management plan by EPlus. Regimes for flushing (carried out by HoS in absence of caretaker) and monitoring of temperatures have been maintained throughout any period of closure / partial opening (EPlus).</i>
Using and monitoring new practices to reduce risk of Covid-19 transmission	<p><i>Training of all staff via briefing prior to start – to include contents of this RA, alternative layouts and any changes to fire evacuation routes, use of PPE, location of designated room for suspected cases.</i></p> <p><i>Daily morning briefings. Executive Headteacher/Head of School must monitor arrangements throughout the day and make remedial actions where needed. Ensure there are opportunities for all employees to raise concerns / make suggestions.</i></p>
Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)	<i>Communication arrangements to ensure that requirements and controls are understood by responsible persons (e.g. signing in processes for contractors). Lift (in Year F corridor) not to be used as it is not within statutory test periods and only used when the inspection and test can be completed.</i>

Staff rooms and offices to comply with social distancing and safe working practice	<i>Numbers of people reduced at one time on a rota to allow social distancing – chairs removed/placed apart. Avoiding unnecessary gatherings. Where possible, reduce the use of communal / shared facilities such as tea and coffee facilities and encourage staff to bring their own food and utensils. Enhanced cleaning regimes as per below.</i>
Ventilation to reduce spread	<i>Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding).</i>
Management of waste	<i>Pedal bins and liners have been purchased and will be placed in each room including the toilets. Bins to be lined with 2 bin liners. Bins will be emptied by the Cleaner/Caretaker at the end of the day. Waste is stored in large refuse bin in the carpark. Follow guidance on disposal of waste: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-ppe-and-face-coverings-be-disposed-of</i>
Lessons or activities to take place outdoors in line with social distancing	<i>Class Teachers (when planning) to decide which lessons or classroom activities can take place outdoors and review risk assessment for outdoor space. Groups to stay within allocated outdoor areas.</i>
Cleaning and reducing contamination	<i>Please also refer to CC Health and Safety checklist.</i>
Contaminated surfaces spreading virus.	<i>Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere. Regular cleaning. Cleaning provisions are in each learning environment. Remove items such as play dough, sand and soft furnishings and toys from early years setting to reduce contact surfaces. Follow government cleaning guidance if a someone becomes ill with suspected COVID-19 at the setting https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</i>
Using play equipment - multiple use	<i>Appropriately cleaned between groups of children and only one group / class of 15 maximum at a time.</i>
Shared resources and equipment increasing spread	<i>Prevent the sharing of stationery and other equipment, where possible. Parents have been asked not to allow children to bring in pencil cases (to be kept in own bag if they do). A personal labelled plastic wallet will be provided for each child with a pencil, ruler, pen (if needed), which can also be used to store learning. Staff to social distance if using the photocopier or waiting to use it. Spray and cloth by each photocopier to clean after use. Enhanced cleaning regimes.</i>
Cleaning staff and hygiene contractors capacity - providing additional requirements	<i>Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this. Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available. See https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe and https://www.gov.uk/government/publications/covid-19-</i>

	<u>decontamination-in-non-healthcare-settings.</u>
Sufficient handwashing facilities for staff and pupils	<i>Sinks are available in each classroom. There isn't one in the hall but they are close to the Year 4 toilet block which will only be used by key worker/vulnerable group. Where a sink is not nearby, provide supervised access to hand sanitiser. Plan in regular access to facilities throughout the day.</i>
Additional time for staff and pupils to carry out handwashing	<i>Frequent hand cleaning as part of normal routine. Each group have access to a set of toilets with handwashing facilities. Stagger regular access to handwashing facilities through the day.</i>
Handwashing practice with children	<i>Review the guidance on hand cleaning and introduce handwashing songs for younger children. Ensure that help is available for children and young people who have trouble cleaning their hands independently. See guidance and resources available at: <u>https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus</u></i>
Sufficient supplies of soap and cleaning products	<i>Discuss with suppliers and contractors to ensure sufficient supplies and deliveries. Use regular detergents and bleach. Review COSHH assessments and implement additional controls required where there has been any change in products.</i>
Toilets being overcrowded	<i>Limit the number of children or young people who use the toilet facilities at one time. Visiting the toilet one after the other if necessary. Different toilets will be used by each different groups (YF: YF toilets, Y1: Y1/2 toilets, Y6: Y5/6 toilets and vulnerable/key worker group: Y4 toilets).</i>
Staff related issues	
Inadequate training for Heads on completion of RA for covid-19 return leading to anxiety and lack of the reassurance needed for staff	<i>Guidance, risk assessment and checklist provided to schools, Schools DfE Helpline and resources, access to support via LA. Head of School has worked closely with the Executive Head, as well as support from An Daras.</i>
Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios	<i>If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. Carefully planning the year groups for whom provision is offered (using the DfE priority list) based on staff availability. Follow government guidance on creating and staffing your temporary teaching groups: <u>https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#creating-and-staffing-your-temporary-teaching-groups</u></i>
Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	<i>Talk to staff about (or where not possible, put in writing) the plans (for example, safety measures, timetable changes and staggered arrival and departure times).</i>
Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment	<i>Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times).</i>
Accessing testing arrangements are clear for all staff	<i>Access to testing is now available to all: <u>https://www.gov.uk/apply-coronavirus-test</u></i>

Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.	<p><i>If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home a face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</i></p> <p><i>If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult.</i></p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p>
High risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors	<p>Staff have received letter advising them to let the Head of School know if they fall within the categories listed below. Staff will be working from home if:</p> <ol style="list-style-type: none"> 1. Staff who are classed clinically vulnerable. The conditions that put you in this group are listed in section 8 in this guidance: https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people 2. Staff who are classed as clinically extremely vulnerable or live with people who are classed at clinically extremely vulnerable. These people are defined in this guidance: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19
Staff use of PPE	<p>We do not have pupils whose care routinely already involves the use of PPE due to their intimate care needs. Follow guidance if needed: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p>
Use of PPE Lack of understanding	<p>Follow guidance on putting on and taking off standard PPE https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures and above guidance on use in education settings.</p>
Dealing with suspected and confirmed cases / cases	<p>Follow government guidance on what happens if someone becomes ill and what happens if there is a confirmed case of coronavirus in a setting 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#when-open</p> <p>Ensure accurate records of staff and pupils are maintained to enable public health contact tracking and test regimes.</p>
Pupil related issues	
Vulnerable groups who are clinically, extremely vulnerable.	<p>Parents have received letter advising pupils to work from home if:</p> <ol style="list-style-type: none"> 1. Students are classed clinically vulnerable. The conditions that put you in this group are listed in section 8 in this guidance: https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people 2. Students are classed as clinically extremely vulnerable or live with people who are classed at clinically extremely vulnerable. These people are defined in this guidance: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19

Children with EHCP	<i>SENCo to liaise with the parent who has an EHCP (we only have one in our school). Risk assessments have been completed and will be reviewed before attendance. Children will be encouraged to attend school unless they fall in the vulnerable/extremely vulnerable categories.</i>
Pupils unable to follow guidance	<i>The same teacher(s) and other staff are assigned to each group, where possible. Some children, e.g. those with SEND/young pupils, will need additional support to follow these measures.</i>
Specific issues for EY stage children understanding social distancing	<i>Year F classroom to set up accordingly, e.g. removing soft furnishings. Each group will have a maximum of 15 children. They will be able to spread out in the classroom and enclosed outdoor area. Pupils will be encouraged and reminded to social distance and wash hands frequently and properly. Songs and social stories to be used to support this. Resources in the classroom/outdoor area will be minimised/removed, e.g. soft toys, wooden blocks and items that are not easily cleaned. Guidance followed: https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings</i>
Member of a class becoming unwell with COVID19	<i>If a child is awaiting collection, they will be moved to a room (JC's office) where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. Communicate intentions to staff. Ensure suitable PPE is available.</i>
Transport	
Travel to school and provision of safe school transport:	<i>Encourage parents and children and young people to walk or cycle to school where possible. The drop and go system on the playground will be unavailable due to staggered start times. Communicate this to parents via ClassDojo.</i>
School Transport arrangements support changes to school times	<i>N/A</i>
Provision of food	
Kitchen facilities comply with latest Covid19 guidance to reduce risk of infection/contamination	<i>Health and Safety checklist completed. Kitchen deep cleaned when school closed initially. Currently, the kitchen won't be used (food isn't prepared on site) as pupils have been asked to bring a packed lunch in a disposable bag. This has been communicated to parents via letter on website and ClassDojo. Parents will be reminded of this prior to re-opening. FSM parents will continue to be provided with a FSM voucher each week in order for them to provide a packed lunch. If this changes, the risk assessment will be updated.</i>
Food that is able to be prepared on premises is compliant with Covid - 19 health and hygiene guidance	<i>As above.</i>
Catering staff are operating in a safe environment	<i>As above.</i>

Communications with parents and others	
Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	<i>Tell parents, carers or any visitors, not to enter if they are displaying any symptoms of coronavirus. Inform all visitors and contractors that only pre-arranged calls will be allowed on site. Published site telephone number on sign outside the school and on website in case of immediate access required. Deliveries to be left in main entrance.</i>
Suppliers understanding and complying with new arrangements	<i>Discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours and left in the main entrance.</i>
Communications to parents and staff	<i>Regular communication via ClassDojo, website and text message. The main source of communication is ClassDojo as 99% of parents are connected to this.</i>
Parent aggression due to anxiety and stress.	<i>Tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) to reduce anxiety through letter on ClassDojo. Remind them prior to re-opening via ClassDojo. Once timetables are confirmed, parents to be notified of groups and days allocated.</i>

Assessor's Recommendations - Additional Control Measures or Actions

Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible
Movement of persons around the school	Overcrowding in classrooms and corridors: staff to set up classrooms/areas.	21.5.2020/22.5.2020	Class Teachers and Support staff. Checked by Abby Bassett
Premises	Review Whole school risk assessment, to ensure control measures remain suitable and in place.	22.5.2020	Abby Bassett/Jo Callow
Premises	Review First Aid risk assessment.	22.5.2020	Abby Bassett/Jo Callow
Premises	Review Fire risk assessment and remind staff of procedures (same but with social distancing).	22.5.2020	Abby Bassett/Jo Callow

Premises	Pedal bins have been ordered and awaiting delivery. If there is a delayed, an alternative supplier will need to be sought.	22.5.2020	Abby Bassett/Jo Callow
Cleaning	Review COSHH assessments and implement additional controls required where there has been any change in products.	25.5.2020	Abby Bassett/Jo Callow

Signed: Headteacher/Head of Department: Abby Bassett (Head of School) and Jo Callow (Executive Headteacher)
Date: 20.5.2020

The outcome of this assessment should be shared with the relevant staff
A copy of the completed assessment to be kept on file and copied to the Health & Safety Co-ordinator