

**Last Edited:** 29th May 2020

**Woodbridge Primary School**  
**Risk Assessment for the wider opening of Willow Garden**

This risk assessment takes account of the increased pupil numbers attending Willow Garden from 1st June 2020. These are children of key workers, vulnerable children (as identified by Social Services) and Vulnerable children (as identified by WPS)

This risk assessment is a working document and is subject to regular review as WPS seeks to ensure a safe phased expansion of provision over time from 1st June 2020.

This risk assessment has been written with reference to the following guidance:

*DfE guidance - "Early years and primary age children cannot be expected to remain 2 metres apart from each other and staff"  
Schools should therefore work through the hierarchy of measures...*

- *Avoiding contact with anyone with symptoms*
- *Frequent hand cleaning and good respiratory hygiene practices*
- *Regular cleaning of settings*
- *Minimising contact and mixing*

This risk assessment also takes account of the following:

<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>

<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>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

<https://neu.org.uk/media/10536/view>

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**STAY ALERT**

We can help control the virus if we stay alert. This means you **MUST**:

- Stay at home as much as possible
- Work from home if you can
- Limit contact with other people
- Keep your distance if you go out (2 metres apart if possible)
- Wash your hands regularly
- Not leave home if you or anyone of your household has symptoms

Activity or task and associated hazards	Initial risk of infection transmission L/M/H	Proposed modifications and procedures	Resultant risk L/M/H	Those responsible
To ensure the safe entry and exit to/from the building for <ul style="list-style-type: none"> <li>● Staff</li> <li>● Pupils</li> <li>● Parents</li> <li>● visitors</li> </ul>	M	<p><b>Designated entrance doors for different groups with immediate entry to school - no lining up</b></p> <p>Group 1 - walk down the pathway to the main entrance - ring doorbell and wait for member of staff to come to the door</p> <p>Group 2 - walk down the driveway to the school hall door - ring bell and wait for a member of staff to come to the door.</p> <ul style="list-style-type: none"> <li>● 2 metre markings at entrance should more than one arrive at a time.</li> <li>● Signs displayed to encourage parents to take a particular path.</li> <li>● Hand sanitiser to be used on entry to building.</li> <li>● No parents to come into the school building (parents should leave a message with the greeting member of staff or call/email the school office.</li> <li>● No unnecessary visitors to enter the school building (see deliveries/maintenance section</li> </ul>	L	All Staff and parents - unless otherwise stated

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		<p>below)</p> <ul style="list-style-type: none"> <li>● Allow space for reluctant pupils to be persuaded by family member to come into school. Encouragement by member of staff, will as far as possible, remain socially distanced. If not successful they may need to be taken home.</li> <li>● School drop off 8.50-9.15 School pick up 3.15-3.45 (other times should be pre-arranged)</li> <li>● Food vouchers can be collected from the Office window - outside of school</li> <li>● Food parcels can be collected from the stand - outside of school</li> <li>● <i>As numbers increase staggered arrival and departure times will be needed.</i></li> </ul>		
To minimise the potential of the spread of the virus through personal belongings	M	<ul style="list-style-type: none"> <li>● Newly washed clothes to be worn daily by staff and pupils.</li> <li>● Uniform need not be worn</li> <li>● Advised to wear trainers so that children can take part in sports/PE without changing</li> <li>● Bring filled water bottle and lunch (if not having grab bag)</li> <li>● Group 2 - to bring own pencil case and reading book (not to be shared)</li> <li>● Pupils and staff suffering from hayfever are asked to bring their own tissues</li> <li>● Pupils to avoid bringing any unnecessary items into school - no toys</li> <li>● Bag and coats to be hung on labelled pegs which are appropriately spaced out</li> </ul>	L	
To minimise the potential of the spread of the virus by handwashing and good hygiene	H	<ul style="list-style-type: none"> <li>● Pupils and staff to use sanitiser on entry to the building (sanitiser placed at each entry point and in learning spaces)</li> <li>● Pupils and staff are required to wash their hands for 20 seconds at the beginning and end of each session, after using the toilet and before eating.</li> <li>● Pupils taught/reminded and supervised doing this</li> <li>● Hand sanitiser to be used when hand washing is not readily available</li> <li>● Suitable amounts of hand wash and correct temperature of water provided.</li> <li>● Notices are around the building to remind everyone of the procedures</li> <li>● Everyone is encouraged to cough or sneeze into a tissue <i>or into their elbow.</i></li> <li>● Purple bins will be lidded and double bagged (Lids will be cleaned throughout the day and emptied twice)</li> </ul>	M	

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		<ul style="list-style-type: none"> <li>● Everyone is encouraged not to touch their eyes, nose or mouth and to wash their hands afterwards if this occurs</li> <li>● Songs and stories will be shared with the children to promote good hygiene and to develop children's understanding of COVID-19</li> </ul>		
<p>To minimise the potential of the spread of the virus between Group 1 and Group 2</p> <p><i>Changes will need to be made when numbers increase</i></p>	H	<ul style="list-style-type: none"> <li>● Pupils and staff of each group remain separate, wherever possible. Pupils and staff will remain in the same group, wherever possible. (This will ensure contact ratios are kept as small as possible)</li> <li>● Within each group the children may be divided into smaller groups in order: to promote social distancing and to minimise the sharing of resources.</li> <li>● Group 1 - F1, F2, Y1 &amp; Y2 (based in Early Years Classrooms)</li> <li>● Group 2 - Y3, Y4, Y5 &amp; Y6 (based in the School Hall &amp; ICT suite)</li> <li>● Maximum of 15 children in each group (EYFS ratios 1:8)</li> <li>● 2 or 3 adults in each group</li> <li>● Break and lunch times and use of outdoor space to be timetabled</li> <li>● Group 2 to use main staircase for 'up' and Year 6 stairs for 'down'</li> <li>● Hand sanitiser to be placed inside and outside of the lift</li> <li>● Designated toilets for each group</li> <li>● Each group only uses their allocated areas of the building (barriers/signage indicate this)</li> <li>● Doors closed with 'No entry' signs for rooms children should not enter</li> <li>● Tape on floor to indicate spaces to be used by Group 1 mini-groups (this reflects the reduced capacity for younger children to observe social distancing conventions)</li> </ul>	L	
<p>To minimise the potential for the spread of the virus within each group</p>	H	<ul style="list-style-type: none"> <li>● We maintain, as far as possible, 2 metre social distancing and educate pupils and staff on this.</li> <li>● Where this is not possible (such as intimate care/first aid) we provide PPE in line with PHE advice</li> <li>● Areas will be as well ventilated as possible- windows to be opened first thing in the</li> </ul>	M	

<p><i>Further measures will need to be introduced in the event of wider opening</i></p>		<p>morning</p> <ul style="list-style-type: none"> <li>● Doors to be propped open where possible</li> <li>● Children will learn outside where possible</li> <li>● Markers on floor to indicate where tables ought to be placed (whenever possible 2m between seating positions or if less, will allow for as much separation as possible)</li> <li>● Each pupil will be allocated a desk and chair which they will return to on each occasion that they are in school.</li> <li>● Teaching content may promote collaboration between children whilst remaining as physically distanced as possible.</li> <li>● Staff should not, unless absolutely necessary, lower themselves to respond to pupils at their height. They should stay out of the arc of droplet transmission maintaining physical separation as much as possible.</li> <li>● Staff may find that keeping their hands behind their back or clasped in front reduces the tendency to touch their face or contact points.</li> <li>● Catch it, bin it, kill it message will be promoted and supported by the provision of tissues and bins (lidded) in each classroom</li> <li>● Equipment will be allocated per table and cleaned at the end of the day.</li> <li>● Group 1 - children will learn in mini-groups within Group 1 to reflect their capacity to adhere to social distancing is more limited. Pupils and staff will work within the same mini group whenever they are in school, wherever possible.</li> <li>● Group 1 - Each mini-group will be allocated outdoor resources which will be rotated on a weekly basis. This means that as much physical distancing as possible can be maintained; sharing of resources is reduced and cleaning between each group more easily managed.</li> <li>● Group 1 - Designated tables/outdoor spaces and toilets for each mini-group. (Early Years children will use the F1 toilets and KS1 children the F2 toilets)</li> </ul>		
<p>To minimise the Preparation of learning areas/classrooms and</p>	<p>H</p>	<ul style="list-style-type: none"> <li>● Plan to deliver as much learning out of doors as possible</li> <li>● Soft furnishings, soft toys and toys/resources that are hard to clean are removed from learning areas.</li> </ul>	<p>M</p>	

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<p>use of learning resources</p>		<ul style="list-style-type: none"> <li>● Tables to be spread out in each room</li> <li>● Pupils to use same computer for each session</li> <li>● We will avoid working with paper and other materials in a way that may aid transmission as much as possible</li> <li>● We will avoid working with shared resources as much as possible. Where this is not possible the resources will be cleaned after use</li> <li>● Any resources used must be disinfected prior to use and after use.</li> <li>● Photocopier/printer in ICT suite may only be used by Group 2 staff and not by children</li> <li>● <i>Group 2 All resources that children will need during the day will be placed in child's own tray</i></li> <li>● Staff are responsible for cleaning down their own work stations after use</li> <li>● Any craft or paper based items which may be sent home will be sent in a plastic bag</li> <li>● There will be no sand play</li> <li>● Fully supervised water tray with added anti-bacterial bubbles</li> <li>● Children will have individual, named pots of playdough. This will be refreshed weekly and only used for dough disco.</li> <li>● No cooking or food related activities</li> <li>● We advise that singing be outside where possible.</li> <li>● Indoor physical activities must be 2m apart</li> <li>● Group 1 - each mini-group has an allocated set of tablets which are allocated by the teacher and cleaned with anti-bacterial wipes after us</li> <li>● Marking of paper based learning should not take place by staff.</li> <li>● Pupil books should not be taken home by staff.</li> </ul>		
<p>Social distancing at break and lunch times</p> <p>Further measures will need to be introduced in the event of wider</p>	<p>M</p>	<ul style="list-style-type: none"> <li>● Where possible snacks and lunch should be eaten outside spread out on the grass (12 noon)</li> <li>● Pirate ship, Climbing apparatus and Adventure Trial can be used on one day a week only on a rota basis</li> <li>● Mud Kitchen to be used subject to cleaning schedule</li> <li>● Children can be encouraged to play collaboratively but maintaining distance between them</li> </ul>	<p>L</p>	

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opening		<ul style="list-style-type: none"> <li>● Packed lunches or grab and go lunch bag provision only</li> </ul>		
<p>To ensure social distancing in shared areas of the building</p> <p><i>Further measures will need to be introduced in the event of wider opening</i></p>	H	<ul style="list-style-type: none"> <li>● Internal doors to be propped open unless this presents an additional health and safety issue</li> <li>● One way system on stairways unless in the event of an emergency (Group 2 pupils to be told of this)</li> <li>● No assemblies or collective gatherings in school</li> <li>● One way system/stairs implemented and demarcated</li> </ul>	L	
<p>Access of toilets</p> <p><i>Further measures will need to be introduced in the event of wider opening</i></p>	H	<ul style="list-style-type: none"> <li>● Designated toilets for each group Group 1 / Group 2</li> <li>● Group 1 children will use the F1 toilets and KS1 children the F2 toilets</li> <li>● Group 2 children will use 'downstairs' toilets (even when learning in ICT Suite)</li> <li>● Children are to be reminded to wash their hands for 20 seconds after using the toilets.</li> <li>● One child to use the toilets at a time, where possible.</li> </ul>	M	
Access to water	H	<ul style="list-style-type: none"> <li>● School water fountains turned off and covered.</li> <li>● Children to bring filled water bottles</li> <li>● Group 1 - Staff will refill children's water bottles at given points during the day. When doing this staff should ensure that bottles do not come into contact with each other.</li> <li>● Group 2 - Children to be supervised in filling their own water bottles from the survey sink. Hands to be washed before and afterwards.</li> </ul>	L	J C-B  Staff
<p>Cleaning - Classrooms Staffing Stock of products Public areas</p>	H	<ul style="list-style-type: none"> <li>● Cleaners will arrive in school early and before any staff or children arrive. This will allow for sufficient cleaning between contact groups and they will have thoroughly cleaned all banisters, light switches, door handles, other high contact points, surfaces, toilet flush handles and seats, taps and washing facilities (cleaning by cleaning staff must take place at least 30 minutes after the least person has left the room)</li> </ul>	L	

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<p>Further measures will need to be introduced in the event of wider opening</p>		<ul style="list-style-type: none"> <li>● School cleaning staff will clean Group 1 outdoor resources</li> <li>● Staff will be responsible for cleaning their own classrooms, (light switches, chairs, tables and equipment) at any other high contact points throughout the day</li> <li>● Site Manager will also be on site before staff and children and will ensure hand sanitiser stations, hand washing facilities, hand towels, toilet rolls are fully stocked. A weekly check of stock levels will be checked and extra supplies ordered in good time</li> <li>● Office staff to clean office computer keyboards, surfaces, photocopier and other high contact surfaces</li> <li>● Gloves (covering wrists) should be worn before undertaking any cleaning activity.</li> <li>● Each learning area to have access to gloves and disinfectant spray</li> <li>● If a child coughs or sneezes on a piece of equipment it should be cleaned immediately.</li> </ul>		
<p>Social distancing of staff</p> <p>Further measures will need to be introduced in the event of wider opening</p>	<p>H</p>	<ul style="list-style-type: none"> <li>● For toilets and refreshments the following should be used:</li> <li>● Group 1 to use Early Years facilities</li> <li>● Group 2 to use Staff Room facilities</li> <li>● Office Staff to use 'Little Office' facilities and downstairs disabled toilet</li> <li>● Staff are encouraged to bring in/use their own flask/mug and utensils</li> <li>● Staff to use own pen/pencils for marking register etc</li> <li>● If staff from different groups need to liaise they should do so at at least 2m apart and preferably outside.</li> </ul>	<p>M</p>	
<p>Working in school office</p>	<p>H</p>	<ul style="list-style-type: none"> <li>● Maximum of two staff working in the main office at any one time. One staff member to relocate into the corridor. Rota basis to be introduced to enable this to happen 'no hot desking' One person only working in the 'back office'</li> <li>● Office will be well ventilated windows to be opened first thing in the morning and doors propped open</li> <li>● Only office staff to use photocopier and it to be cleaned on a regular basis throughout the day</li> <li>● Group 1 staff will leave their photocopying requirements in a tray on the office shelf to be</li> </ul>	<p>L</p>	

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		<p>copied and returned by a member of the office staff</p> <ul style="list-style-type: none"> <li>• Telephones to be wiped with anti bac every day and in between users</li> </ul>		
Response if an outbreak occurs	H	<ul style="list-style-type: none"> <li>• We will follow the guidance “What happens if there is a confirmed case of coronavirus in the setting?” as detailed in the DFE guidance document <a href="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">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</a></li> <li>• Records kept of staff and pupils in school each day and which group they are in.</li> </ul>	M	
Response if pupil displays symptoms at school	H	<ul style="list-style-type: none"> <li>• We will follow the guidance “What happens if someone becomes unwell at an educational or childcare setting?” as detailed in the DFE guidance document <a href="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">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</a></li> <li>• If a staff member - they will be sent home and given advice on isolation, a test will be arranged for them and other family members living in the same household.</li> <li>• If pupil they will sit on the first aid sofa and family contacted for pupil to be collected</li> <li>• Staff dealing with the unwell pupil prior to collection will wear PPE</li> <li>• Other staff or pupils within the same Group as the unwell person will be notified.</li> <li>• Tests are not available for children under 5 - Any child displaying symptoms will be treated as if they have the virus and procedures will be followed.</li> </ul>	M	
Procedures for administering first aid and intimate care	H	<ul style="list-style-type: none"> <li>• Ensure there is at least one member of staff who is First Aid trained on the rota each day.</li> <li>• PPE equipment to be worn if a member of staff carries out first aid or intimate care (Supplies of gloves, facemask and plastic aprons are all available)</li> <li>• Pupils will have this explained to them so that they know what to expect.</li> <li>• Staff should wash their hands and wrists extremely thoroughly after providing first aid and intimate care - being aware that removing gloves is difficult to achieve without contaminating yourself.</li> </ul>	M	

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		<ul style="list-style-type: none"> <li>● First aid and intimate care to be recorded so that where necessary contact tracing can be facilitated.</li> </ul>		
Safeguarding provision	M	<ul style="list-style-type: none"> <li>● In the event of Safeguarding lead/deputy not being present at school staff should contact MK on his mobile number, or call the MASH Consultation Line on 0345 6061499.</li> <li>● Food vouchers are delivered/collected from the school office window</li> <li>● Food parcels remain available for families in need of them</li> </ul>	L	
Pupil wellbeing and Pupils with SEND or who are considered to be vulnerable	M	<ul style="list-style-type: none"> <li>● Social stories, songs and other appropriate resources will be used to support children in understanding the current situation</li> <li>● Staff will take time to explain and help children to follow the control measures in this risk assessment. Particular consideration will be given to pupils with SEND and EHCPs.</li> <li>● Pupils shown what staff look like wearing PPE equipment to be worn during first aid or intimate care so as not to be alarming</li> <li>● Teachers are to be professionally curious. Build on knowledge of families and children and through conversations with parents identify any changes in situations for families.</li> <li>● Provide a curriculum of care, well being, emotional health, resilience and self-regulation with space and time for their possible worries and anxieties.</li> <li>● To be aware of resources available to support a child has been affected by a bereavement in the family  <a href="http://www.winstonswish.org/">www.winstonswish.org/</a>  <a href="http://www.childbereavementuk.org/">www.childbereavementuk.org/</a></li> <li>● For children who have an education health and care (EHC) plan, attendance is expected where it is determined, following a risk assessment, that their needs can be as safely or more safely met in the educational environment.</li> <li>● Consideration and additional risk assessments will be made for pupils (in liaison with parents and external supporting agencies as appropriate) who may need them for any of the following reasons: <ul style="list-style-type: none"> <li>○ Access to the building</li> </ul> </li> </ul>	L	

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		<ul style="list-style-type: none"> <li>○ Access to available resources</li> <li>○ Challenging behaviour</li> <li>○ Difficulty understanding the control measures which need to be in place</li> <li>○ EHCP</li> <li>● Food vouchers are delivered/collected</li> <li>● Food parcels remain available for families in need of them</li> </ul>		
Compliance / unsafe behaviour of pupils	M	<ul style="list-style-type: none"> <li>● Consideration and additional assessment of risk will be made for pupils where appropriate.</li> <li>● Any pupil who is deliberately and persistently not complying with the school's control measures will be warned that their parents will be contacted to inform them of the breach/es and parents may be required to take them home.</li> </ul>	L	
Deliveries and visits for school maintenance	M	<ul style="list-style-type: none"> <li>● Essential visitors only</li> <li>● Telephone/virtual meetings to take place where possible</li> <li>● Areas in need of maintenance to be cordoned off to children</li> <li>● Check that visiting maintenance staff follow school procedures</li> <li>● Deliveries to be left outside of school building, where possible, and collected by school staff.</li> </ul>	L	
Staff well being and Impact on staff of this stressful situation	M	<ul style="list-style-type: none"> <li>● Headteacher regularly sends Email to staff advising on current situations.</li> <li>● Staff to be reminded that they have potentially higher levels of vulnerability to infection than pupils.</li> <li>● We recognise that these times are incredibly stressful for all staff therefore, we are sharing all our resources for good mental health and wellbeing and signposting staff to relevant professional bodies.</li> <li>● School Business Manager sends regular Emails advising of the Employee Assistance Programme, how to get tested if they or their family show symptoms and to enquire about their well being.</li> <li>● Vulnerable category staff continue to be supported in working from home, where possible.</li> <li>● Staff are encouraged to raise any questions or worries with members of SLT</li> </ul>	L	

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		<ul style="list-style-type: none"><li>● This risk assessment to be shared with all staff and it remains under constant review.</li><li>● At present the general wearing of face coverings is not recommended in educational settings. We will review any guidance in response to updated medical advice.</li><li>● Face coverings may be worn by choice.</li><li>● It is expected that staff will comply with the control measures that need to be in place</li><li>● Staff who are not in the vulnerable category will be expected to attend work unless they have prior agreement from the Headteacher. A two/three week rota system is under review.</li></ul>		
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