

Key Stage 2 Risk Assessment

Location / Site	
HOLLINGWOOD PRIMARY SCHOOL	
Activity / Procedure	
School reopening	
Assessment date	
Amended 11/5/2021 – Stage 3	
Assessment serial number	

Identify people at risk	
Employees	YES
Children	YES
Visitors	YES
Contractors	Yes

HOLLINGWOOD PRIMARY SCHOOL HEALTH & SAFETY

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the classroom resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Desks to be positioned in either table groups or in rows. This is the decision of the individual teacher. 2. Remove excess furniture to increase space if space to do so including soft furnishings eg beanbags, cushions etc. 3. Children to keep to the same desk as much as possible. 4. Staff may move between classes to cover. When this happens the staff member will socially distance as much as possible. The staff members who are usually in that class will support the children if close contact is required. In this instance face coverings to be worn in the classroom. 5. Children stay in the year group pod and in individual classrooms where possible and not mix with other pods. 6. Classroom windows and doors to remain open as much as possible for ventilation. Increase ventilation at breaks and lunchtime when the children are outside. Staff to be vigilant where doors are open in terms of safeguarding. 7. Staff to social distance from children as much as possible. Where possible teach from front, side or back of room. 8. Conversation between children and adults at adult level, where appropriate. If close feedback or communication needed – side to side, not facing child. 9. Water bottles on desks or under desks to remove need of child moving round classroom. 10. On PE days children to come to school in PE kits. 11. Singing not to take place in the classroom, only outside or in large ventilated spaces. Singers to socially distance where possible. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Ensure sufficient handwashing facilities – warm running water and soap, paper towels etc available for children and staff at all times. To be checked regularly by cleaning staff. 2. Children to wash hands frequently especially on arrival at school, before and after eating and after being outside. 3. Promote the catch it, bin it, kill it. 4. Tissues/paper towels to be disposed of through lidded, foot pedalled bin. Bins to be emptied throughout the day. 5. Only one child from each class allowed to go to the toilet at a time. Staff to keep record on board. 6. Allocated toilets for different pods of children – Year 3 – year 3 cloakroom toilets, Year 4 – DC toilets, Year 5 – Year 5 cloakroom toilets, Year 6 – Year 6 cloakroom toilets 7. Wedges for the toilet external toilet doors if not fire doors. 8. Extra soap ordered to ensure we do not run out. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing waiting to enter classroom in morning and leaving on an evening resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children to enter and leave school at staggered times using alphabet system. 2. Staff to be on duty to supervise children arriving and leaving. Staff to wear face coverings. 3. Entrances open ready for the children to arrive – Year 3 – RG classroom outside door, Year 4 DC cloakroom door, Year 5 – Year 5 cloakroom door, Year 6 – Year 6 cloakroom door. 4. At the end of the day children to be walked, socially distanced from other pods, to front of school and released to parents at their allocated time, once they have been seen or permitted to walk home. 5. Instructions shared re social distancing between families. Parents to wear face coverings on school grounds unless exempt. 6. Children to wash hands on arrival to school. 			

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7. Staff to be aware of any Child protection issues around collection of children from their pods.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing during playtimes and lunchtimes and fire evacuation/lockdown resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Staggered playtimes and lunchtimes – rota in place. Year 3 and 4 to eat in dining hall. Year 5 and 6 to eat in classrooms from Spring bank. 2. Reduced playtime equipment – hard surfaces and can be easily cleaned if required 3. Staff supervision throughout to ensure pods stay apart from other year group pods particularly when walking to allocated areas. 4. Pod staff to remain with their pods during break. Staff within year groups pods to decide on rota. 5. Children to line up at the end of break and lunch with their class away from other year group pods. 6. Each class to have own lunchtime supervisor. 7. Staff must not congregate in staffroom when having own lunch. Only 6 staff at a time- socially distanced for no longer than 15 minutes.. Seating in staffroom taped off. 8. If the fire alarm should sound evacuation should be via nearest access, most will be from classrooms. Classes to line up socially distanced from other pods. Staff follow normal reporting procedure. 9. If a lockdown or invacuation is triggered staff to direct children to safe places and follow normal reporting procedure. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing when eating lunch resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children to eat in bubbles. Year 3 and 4 in dining hall. Year 5 and 6 in classrooms. From Springbank. 2. Staff to socially distance from children. 3. Lunchtime supervisor allocated to each class. To remain within year group bubble. 4. Year groups to eat at separate ends of the dining hall. Children to sit in class groups. 5. Children to sit down on arrival in dining hall and then be sent in small groups to get lunch from the hatch. 			

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Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the corridors resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children staying in their classroom and accessing outside from classroom door/cloakroom door where possible 2. One child going to toilet at one time from a class. 3. Staff to use phones/email to office if needed 4. Staff use alcoves to maximise the distance between each other 5. One way system around the Key Stage 2 end of school. VL and BB class to go against one way system at key points of day eg, arrival, break and lunch and toilet to prevent unnecessary movement. 6. Agree instructions with children concerning going and returning to toilet 7. Only move around school when necessary, using one way system. Pods to social distance from each other. Staff at front and back of lines. 8. Basic first aid to be carried out in pods and recorded on safeguard monitor as normal. 9. Assemblies to be virtual 10. Visitors will be allowed into school. They will be asked to socially distance and to wear a face covering unless exempt. Visits will be discussed with relevant staff prior to them happening, where possible 11. Main corridor to be marked up to show direction of travel. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Contact of shared resources resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children to bring own pencils cases. To be provided with pencil, pen and ruler. 2. Resources wiped down each night and left to dry if not being used by the same person the next day. 3. Tables, door handles and other surfaces cleaned throughout the day 4. Lessons planned so resources are individual and not shared as much as possible– own exercise book or on white board where possible 5. Ipads/laptops to be cleaned with wipes after use. 			

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6. Classroom based resources can be used and shared within the bubble but should be cleaned frequently. Resources to be left on front table for cleaning – if shared by different bubbles within the day. Cleaners to be notified if resources require spraying.
7. Reading/library books can be taken home – use of rotation system within year group pod. Books to be quarantined for 72 hours on return. Staff to change books for children to prevent excess movement.
8. Children encouraged to wash hands before lessons and after each lesson and throughout the day
9. PE equipment to be cleaned between bubbles and left overnight before next use if possible. Windows to be opened if the hall is used. Hands to be washed/sanitised prior to going in to the hall and after leaving the hall.
10. Hall and hub timetabled so classes do not directly follow each other to allow for cleaning.
11. Teachers may take books home to mark but if at all possible mark in school to minimise risk. Regular hand washing to be applied.
12. All surfaces left clear at the end of the day and at lunchtime to allow for cleaning.
13. Children to be given cutlery to minimise touch points rather than helping themselves.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

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<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress of the children			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children to have a year group pod team 2. PSHE based activities 3. Emotional well-being of children to be a priority 4. Online teaching to be offered if local lockdown implemented or child/children have to self-isolate or have received a shielding letter. Class Dojo to be used by Year 3 and Seesaw to be used for Years 4,5 and 6 as allows for easy communication and feedback. 5. In case of bereavement of known person to the child, staff members to seek guidance and advice from learning mentor. Some other staff have also undertaken bereavement training. 6. Children to access a broad and ambitious curriculum . 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress of the staff – including anxiety			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Inclusion in risk assessment process – input into hazard identification and control measures 2. Online well being packaged purchased and emailed to all staff 3. Staff meeting/team meetings – virtually or socially distanced. 4. Staff meetings/team meetings reduced in number. 5. Reduced lesson observations, book scrutiny etc. 6. Sharing of support helplines 7. Risk assessments reviewed regularly 8. Staff within pods to release each other for PPA. This can be taken at home or in school. 9. Light on/off system in staff toilets to indicate if someone already in. 10. PPE available for first aid 11. Cleaning products eg wipes available. 12. Option of twice weekly lateral tests for staff. 			
Remaining level of risk		Consider level of risk following use of control measures	

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HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to close contact with children/adults – first aid/restraint resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. PPE purchased for first aid and intimate care. 2. When administering first aid carry out side to side, using verbal instructions if possible. 3. Social distancing between staff and between staff and children 4. Guidance states that primary school children will not need to wear a face coverings but that staff and adult visitors should wear them when moving around premises such as corridors and communal areas and where social distancing between adults is not possible. In areas such as this a mask is to be worn. School staff are wearing face coverings in classrooms if they feel this is something they want to do. This could be face mask, visor or both. 5. Should a child or staff member become ill with symptoms they will be taken from the classroom to the meeting room via the outside of the building. The meeting room door should be closed and window opened for ventilation. They will isolate here until a parent collects. They will be asked to isolate for 10 days and to arrange a test. Siblings will also be sent home. Parents will be asked to inform school immediately of test results. 6. The meeting room will be thoroughly cleaned. 7. School will be provided with a small number of home testing kits. 8. If staff are dealing with children/staff with symptoms full PPE to be worn – apron, mask, gloves, visor if a distance of 2m cannot be maintained. These staff do not need to go home to self-isolate unless they develop symptoms themselves. 9. Staff and children who have been in close contact do not need to go home to self-isolate unless they develop symptoms or they are requested by track and trace. 10. School to engage in track and trace if a test returns as positive and contact the local health protection team who will decide who needs to self-isolate for 10 days. Close contact means having a face to face conversation within 1 metre, been within 1 metre for 1 minute or longer without face to face contact, been within 2 metres of someone for more than 15 minutes either as a one off contact or added up together over one day and travelled in the same vehicle. 11. SENCO to provide guidance and support to staff regarding children with behaviour difficulties who might need restraint. Should a child need removing from a classroom this will be the responsibility of SLT, Head if on the school premises. This may lead to an individual risk assessments for those children. 12. Where the safety of others is compromised the HT will make a decision as to whether the child continues to attend school. 13. Optional lateral testing in place twice weekly for staff. 			
Remaining level of risk		Consider level of risk following use of control measures	

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HIGH	MEDIUM	LOW	NEGLIGIBLE
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Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Soap dispensers checked regularly and re-filled 2. Children handwash on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze 3. Reminders on how to wash hands properly 4. Staff to regularly wash/sanitise hands. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of infection due to lack of cleaning resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. All surfaces, handles, light switches, toilets and shared equipment will be cleaned regularly 2. Soft furnishings and soft / cloth toys will be removed from use in classrooms 3. Cleaners to work extra hours if appropriate. Contract cleaners to clean at lunchtime 4. PPE must be nappy bagged and disposed of in the yellow waste bins 5. Photocopiers to be wiped down after each use. 6. Bins emptied regularly. 7. Toilets and classrooms to be checked for soap, hand towels regularly. 8. A fogging machine has been purchased by school to use as appropriate. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Risk assessments issued to all relevant staff and feedback taken. 2. Individual risk assessments if appropriate. 3. Lateral testing available for all staff. 4. Ongoing conversations between SLT and staff members. 5. Occupational health reviews if appropriate. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Safeguarding
<u>Control measures</u>	
<ol style="list-style-type: none"> 1. DSL always on site 2. Staff to remain vigilant when doors are open for ventilation for strangers entering and children walking out without supervision 3. Teachers send attendance information to the office using normal arbor system. 4. Any relevant CP issues around picking up to be communicated to staff by DSL's 5. Log any disclosure / safeguarding matter as school safeguarding policy states on safeguard monitor 6. Ring through to HT/SLT member if any concerns 7. DSL feedbacks to relevant staff any safeguarding issues around a child in the pod on a need to know basis. 	

