

Oratory Primary School

Risk Assessment

Ref: Covid-19

Type of Activity: Full reopening of the school in September 2020

Risk level: The risk is high and we will continually look at national advice to keep this plan up to date and effective.



Assessment by: Jane Griffiths

Headteacher approval:

Date:

Chair of Governors approval:

Date:

All employers have a duty to consult employees on health and safety. Have staff been consulted in production of this risk assessment? Yes

Significant hazards	Persons at risk	Controls to be implemented: Done Actions to do before reopening Ongoing procedural actions To be communicated to parents before reopening	Ongoing Notes
Risk of transmission through public transport	All	<ul style="list-style-type: none"> We will request that children and families avoid public transport and wear face coverings to and from school where that is not possible. Check with RBKC whether parking exemption for staff will continue into the autumn term or ask the Oratory Fathers whether staff may use their car park Communicate safe face covering removal procedures to staff and children Create posters for safe removal of face coverings 	
Risk of transmission through congestion	All	<ul style="list-style-type: none"> We will request that one parent to travel to school with their child(ren). Parents will be encouraged to arrive no more than 5-minutes before allocated drop-off and pick-off time. Staff at entry points will communicate with parents at a distance. Parents will be told not to gather communally. <p>Arrangements as follows:</p> <ul style="list-style-type: none"> Specific staggered starting and leaving times will be made to reduce congestion at the gate Children will enter through playground or hall, sanitise/wash hands and make their way to classrooms Families are required to queue twice where they have children in different drop off/pick up locations <p>Times and locations are as follows:</p> <p>Arrivals</p>	

		<p>Y5 & Y6 8.45 in office door in Bury Walk and up Bury Walk staircase Y3 & Y4 8.50 in Hall door and up Bury Walk staircase Y2 8.50 in side playground door and up Pond Place staircase Y1 & Reception* 8.55 in side playground door and up Pond Place staircase</p> <p>Departures Reception, Y1 & Y2: 3.10, 3.15 and 3.20 from hall Y3 & Y4 3.25 and 3.30 from hall Y5 & Y6 3.30 and 3.35 from side playground</p> <p>*Arrivals for reception will be slightly different in their first week</p>	
Risk of transmission within classes	All	<ul style="list-style-type: none"> • 'Year group bubbles' of 30 will be the new expectation. Distancing within bubbles is not necessary but where it can be offered, then it will have a positive effect on reducing the spread of Covid-19 • A 'no touching' approach should be implemented (although it is recognised that this is not always possible) • Ideally, adults should continue to maintain 2m distance from each other and from children. It is recognised that this is not always possible, but that close face to face contact should be avoided and time spent within 1m should be minimised. • KS2 teaching assestants will be 'based' in Y3 and Y5 respectively, but will still be able to do admin tasks and interventions for their other class (although must remain at the door area of the room while collecting work/children) • Support teachers may teach PPA sessions in different classrooms, exercising physical distancing. • Year 1 and Reception can operate as usual, but with 'no touching'. Time spent on the carpet in a whole group should be limited to 10-15 minute bursts. Any longer, and children will begin to get restless and touch each other/turn around • Years 2-6 must have their desks in rows forward facing but children can now sit next to each other and distancing is not required at children's desks 	
Risk of transmission through mixing during clubs	All	<ul style="list-style-type: none"> • After school clubs and instrumental lessons will not run for the first half of the Autumn term to enable procedures and routines to settle • The decision will be reviewed after the October half term break • 8.30 playground opening is suspended until further notice 	
Risk of transmission through music	All	<ul style="list-style-type: none"> • We are planning to have music lessons as usual on Wednesdays although Tri-Borough Music Hub will not be able to teach their usual curriculum in groups of more than 15. In order to allow for whole class teaching, precautions are as follows: <ul style="list-style-type: none"> ○ Actively use humming and vowel sounds as ways of pitching/singing. ○ When using instruments, try to keep as much physical distance as possible between pupils/teachers ○ Position pupils back-to-back or side-to-side to encourage active listening ○ Do not share instruments between pupils and clean them between classes ○ Actively use body percussion as this can engage the whole body in a musical manner 	

		<ul style="list-style-type: none"> ○ Actively encourage listening tasks using quality recordings or films ○ TBMH staff will remain 2m from other staff and pupils, or wear a visor provided by the school if they cannot guarantee 2m distancing • Singing cannot happen in small spaces such as classrooms. Singing can happen in the hall or playground in class groups, but a group of 15 must sit apart from another group of 15. 	
Risk of transmission through P.E.	All	<ul style="list-style-type: none"> • This can continue as usual with equipment following same guidelines as above • If PE is indoors, children should physical distance. This is because of the way that we breathe during exercise 	
Risk of transmission through symptomatic pupils, staff or other adults	All	<ul style="list-style-type: none"> • Pupils, staff and other adults must not come to school if they have Covid-19 symptoms. They should arrange to have a test and should self-isolate for the recommended time. Members of their household should also self-isolate. • In the event of a positive case, schools will contact Public Health England and those who have tested positive will be required to engage with the NHS test and trace process 	
Risk of transmission through child taken ill at school	All	<ul style="list-style-type: none"> • Child is to be isolated and sat in the computing room • Parents should be telephoned by office staff and collected ASAP. • If medical attention is required before collection, staff have been directed to wear PPE • The door will opened by the office staff which prevents any need for actual contact with the arriving parent. • They should arrange to have a test and should self-isolate for 7 days. Members of their household should self-isolate for 14 days • In the event of a positive case, schools will contact Public Health England and those who have tested positive will be required to engage with the NHS test and trace process 	
Risk of transmission through adult taken ill at school	All	<ul style="list-style-type: none"> • They must go home immediately. They should arrange to have a test and should self-isolate. Members of their household should also self-isolate. • In the event of a positive case, schools will contact Public Health England and those who have tested positive will be required to engage with the NHS test and trace process 	
Risk of transmission to vulnerable people	Clinically vulnerable and extremely clinically vulnerable people	<ul style="list-style-type: none"> • Usual rules on attendance will apply once again from September. Even those who have family members who are shielding should attend school. • Staff members should engage with the usual process of sickness absence 	
Risk of transmission from travel abroad	All	<p>Staff and pupils returning from abroad after the summer should ensure they leave sufficient time for self-isolation where necessary so that they can join on the first day of term</p>	
Risk of transmission through fluids	All	<ul style="list-style-type: none"> • Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered • This is to be done frequently: 	

		<ul style="list-style-type: none"> ○ On arrival at school ○ Before and after break ○ Before and after lunch ○ After changing rooms ● The school has installed sinks in the playgrounds after the holidays to aid handwashing procedures. ● Permanent 'sanitiser stations' will be placed around school with instructions for use in the following locations: hall, inside area of roof playground, 'bouncing area', library, SEN room, DHT's office, school entrances, staffroom ● Signage in toilets directs children on how to wash their hands. ● Guidance for effective hand washing shared with staff and pupils: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands ● Stringent hand washing promoted by all staff to pupils regularly. ● Children are to be taught and supervised while applying/washing and drying hands. ● Site Manager to replenish supplies twice daily. ● PPE is available for use and can be collected from the library or a box by the roof playground and a box in the hall. ● Face coverings should be used on public transport and parents and children should be given guidance on how to remove them safely ● Adults are directed to wear appropriate PPE when dealing with child with symptoms, administering intimate care, dealing with children within 2m, or cleaning/flushing toilets. PPE guidelines to be printed and displayed in the PPE box → Guidance states that Public Health England does not currently recommend the use of face coverings in schools ● Adults may wear PPE at any other time they feel it necessary to do so. The school has a neutral stance and will keep this under review. ● Where 2m distancing cannot be attained, staff prefer to use visors rather than masks so the children can see their faces. This has been agreed by Health and safety in RBKC 	
Risk of transmission through school equipment	All	<ul style="list-style-type: none"> ● Classrooms can go back to usual in terms of furnishings (bookcases, cushions etc) ● Soft furnishings should be lightly sprayed with disinfectant at the end of the day ● Very frequently used items (such as pencils), children should have their own which are not shared. ● Class equipment such as books and games used and shared within bubble. There is now no restriction on the type of equipment that can be used. These should be spritzed with Dettol spray after use and routines for this can be built into the end of lessons. ● Resources shared between bubbles (for example PE equipment and paintbrushes) should be left unused for 48hrs (or 72hrs for plastics), or cleaned meticulously. Forms will be available so that staff can place them in drawers of equipment detailing the date of last use: 'This equipment was last used on the 17th September' 	

Risk of transmission through pupils' personal belongings	All	<ul style="list-style-type: none"> • Children will be expected to wear full school uniform in the autumn term • Expectations will be high and parents informed swiftly if items of uniform are incorrect or missing • Children should only bring essential belongings to school, such as: <ul style="list-style-type: none"> ○ Book bag/rucksack ○ Named water bottle ○ Packed lunch/snack (unless having school meals) ○ Reading book ○ Reading journal ○ Hat ○ scarf/gloves when necessary 	
Risk of transmission through insufficient cleaning	•	<ul style="list-style-type: none"> • High touch areas and toilets are to be cleaned three times a day. • Frequently touched items will need to be cleaned and disinfected throughout the day, including: <ul style="list-style-type: none"> ○ Bannisters ○ Door handles ○ Surfaces in classrooms ○ Taps ○ Flush handles ○ Telephones ○ Keyboards ○ screens • A timetable for this will be created before the start of the Autumn term • Cleaning checklist and protocols to be printed for all staff and contracted cleaners. • Anti-bacterial spray provided in each classroom • Thorough cleaning of rooms at the end of the day. • Only cleaning products supplied by the school / contract cleaners are to be used. • School to obtain the risk assessment from contract cleaning staff for assurance on social distancing and their methods for cleaning the school site each day in particular to the cleaning required for door handles and taps etc. • Site Manager to assess cleanliness of school building through the day and provide responsive cleaning if required. <p>Cleaning protocol is as follows: Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout day. Microfibre cloths with antibac spray can also be used for a lighter clean but must be washed after use.</p> <p>For a deep clean / disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.).</p>	

		<p>See PHE advice the COVID-19: cleaning of non-healthcare settings guidance</p> <p>Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>When cleaning a contaminated area Cleaning staff to:</p> <ul style="list-style-type: none"> • Wear disposable gloves and apron • Wash their hands with soap and water once they remove their gloves and apron • Fluid resistant surgical mask if splashing likely • Hands should be washed with soap and water for 20 seconds and dried thoroughly, after all PPE has been removed. <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p>	
Risk of transmission through coughing and sneezing	All	<ul style="list-style-type: none"> • Boxes of tissues and bins with bin bags provided in all rooms and replenished throughout the day. Pedal bins in each bubble room. • 'Sniffle stations' to be set up in all classrooms and around school in the following locations: hall, inside area of roof playground, 'bouncing area', library, SEN room, DHT's office • All colleagues are to remind pupils to catch coughs and sneezes in tissues. • All staff to remind pupils to avoid touching face, eyes, nose or mouth with unclean hands. • Bins to be emptied AM and PM by Site Manager. 	
Risk of transmission at break and lunch	All	<p>Morning break</p> <ul style="list-style-type: none"> • A rota will be in place with no more than 2 classes on the roof playground at any one time • The playground will be split into two halves to ensure classes are separated • Equipment should kept to one class only and cleaned by staff member on duty after use <p>Lunchtime</p> <ul style="list-style-type: none"> • Cold packed lunch until half term • A rota will be in place with no more than 3 classes in the hall at any one time. • Years 3-6 will be required to eat in classrooms on a rota basis 	

		<ul style="list-style-type: none"> • Tables and seats must be cleaned with dettox before the next group eats • St Luke's pitches will be open from 14th September. Pitches to be 'halved' so that each class has half a pitch each. Small 'cones' should demarcate areas of the pitches to be used by the class • Pupils must walk across in class groups not house groups • Equipment taken to St Luke's should kept to one class only and cleaned by staff member on duty after use or quarantined for 72hrs 	
Risk of transmission via leaders' presence around school	All	<ul style="list-style-type: none"> • HT/Chaplain/Govs will continue to be present around the school, particularly at times when transitions are at a minimum. • Each classroom should have an area close to the door where no children, furniture or equipment will be, enabling them to enter the classroom, speak to children, observe learning and generally be present around the school • The school will also plan a timetable for class assemblies and whole school assemblies. 	
Risk of transmission at staff meetings	All	<ul style="list-style-type: none"> • Staff meetings and training will be held safely distanced in the hall • Staff communication will continue via WhatsApp, and a new '2020-21 Oratory Official' group will be created which includes new staff • The staffroom board will not be used for detailing the day's events. HT will send a weekly email/daily WhatsApp about the daily diary instead. • All staff should check their staff email account daily for communication 	
Risk of transmission in small rooms	All	<ul style="list-style-type: none"> • The SEN room may be used for small intervention groups with appropriate distancing between adult and children • Stock must be taken from the cupboard at the beginning and end of the day and never while the SEN room is being used by others • The DHT's office may be used for small intervention groups with appropriate distancing between adult and children • The Site Manager and Headteacher's office have no ventilation and must only be used by the SM and HT. Visitors should stand/sit at the door • The Admin office can be used by both staff simultaneously as they will be in a consistent 'bubble'. A fan can be placed by the door to increase air circulation. 	
Risk of transmission in toilets	All	<ul style="list-style-type: none"> • See above re: washing hands • Toilets to be cleaned three times a day. Dettox spray available in adult toilets for each adult to use. • Toilets can now be used 'cross bubble' once again. • More frequent cleaning is still necessary. A timetable for this has been created. 	
Risk of transmission through movement around school	All	<ul style="list-style-type: none"> • Staff should wear a face covering when moving around school and in small rooms such as the library • Staff are not to congregate in corridors and communal areas with anyone outside of their social bubble. 	

		<ul style="list-style-type: none"> • All doors that are on magnetic door openings will be kept open to avoid them being touched. • All doors with fire doors will be opened and pinned back before school by the site manager and then closed at the end of the school day. • Cross over to be avoided on stairs by infant corridor by using a look out • At breaktimes, groups are to wait for the previous group to return before they leave their classroom and make their way to the playground • As adults move along corridors and staircases, they will use designated 'lay-bys' to enable others to pass at a safer distance. Adults will call out as begin a new flight of stairs to signal to oncoming members of staff • Lunchtime toileting routines are carefully managed with adults supervising groups. 	
Risk of transmission through uncooperative behaviour	All	<ul style="list-style-type: none"> • Our school behaviour policy remains in place, however there will be additions to expectations to ensure the health and safety of all, including: <ul style="list-style-type: none"> ○ adhering to the new arrivals and departures routines; ○ following the hygiene and sanitation rules; ○ following instructions about moving around school; ○ following the set guidelines on socialising; ○ following the guidelines around the use of equipment; ○ pupils not to bring any additional belongings into school. • Time out will be managed within a bubble. • EHCP children will have a risk assessment carried out by the SENCo. 	
Risk of detrimental effect on mental health of adults and children	All	<ul style="list-style-type: none"> • A social story will be created and emailed to all children during the holidays • The 'first week back curriculum' will be a good start in supporting mental health, routines and the rebuilding of friendships • Adults to be reminded where they can access support and counselling 	
Risk of transmission through 1:1 work	All	<ul style="list-style-type: none"> • Plans for specialist staff providing 1:1 support (e.g. as part of an EHCP) are as follows: <ul style="list-style-type: none"> ○ Staff wash hands before and after working with a pupil ○ A space is identified for the intervention to take place, and set up with two separate desks placed a suitable distance apart ○ All equipment needed for the child is set up in the space before the start of the session ○ Staff go to the child's classroom, standing at the entrance to collect the pupil (not entering the classroom) ○ The intervention is provided at a distance, or wearing a visor if this is not possible ○ After the child has returned to class, the member of staff cleans the desk area and washes any equipment that needs to be used by another pupil 	

Risk of transmission through small group work	All	<ul style="list-style-type: none"> Plans for small group interventions are as follows: <ul style="list-style-type: none"> The school will review groups so that each small group receiving support is drawn from one class only Pupils from each class bubble will be allocated intervention time for an entire session. Interventions will take place in an identified area, where the member of support staff will maintain a distance from the pupils, or wear a visor if this is not possible. Pupils will bring all equipment they require with them to the intervention area. The area will be cleaned over break/lunchtime before pupils from another bubble use the area Staff will wash their hands between each group. Staff members working in this way will provide interventions across either EYFS, KS1, lower KS2 or upper KS2: no member of staff will work across more than one (sub) phase. 	
Risk of poor attendance	All	<ul style="list-style-type: none"> Registers completed on SIMS Office staff will follow up on absences and will check in with parents re. missing pupils Office staff to complete the daily DfE return Pupils must be collected on time at their designated gate the school cannot supervise children who have not been collected on time. The office staff must have a list of all children on site at all times. Usual rules on attendance will apply once again from September. Even those who have family members who are shielding should attend school. Staff and pupils returning from abroad after the summer should ensure they leave sufficient time for self-isolation where necessary so that they can join on the first day of term Where pupils are unable to attend school because they are complying with Public Health advice remote learning must be put into place immediately. 	
Risk of transmission through staff breaks	All	<ul style="list-style-type: none"> Sanitise when using communal milk etc Adults may wish to take a walk during their breaks but must operate physical distancing. 4 staff members can sit in the staffroom and 4 in the library, keeping 2m distance Staff can use the kitchen area in the staffroom to prepare food and drinks during their allocated time keeping, but no more than 4 people may be seated in each room at any one time The library will only be timetabled for use as a staffroom when necessary, and when children are in class 	
Risk of education disruption in event of further closure	Pupils	<ul style="list-style-type: none"> The school has signed up with G-Suite in order to support this. Staff training will take place at the start of the Autumn term This will be embedded into homework so it children are proficient with it in advance of any further closure 	
Risk of pupils falling behind due to March-July missed school	Pupils	<ul style="list-style-type: none"> Class teachers should download English & Maths overviews (see yeargroup pages on the website) and highlight in yellow any objectives that were not covered sufficiently. They should 	

		<p>be emailed to the class's new teacher and to HT. This should be done before the start of the new academic year.</p> <ul style="list-style-type: none"> • There is no need for 'over assessment' at the start of the school year. Teachers' regular formative assessment (quizzes, observing pupils in class, talking to pupils etc) will allow them to see where the gaps are. • Gaps for individuals can be addressed in our usual ways (class support/intervention/planning) • Whole class gaps in English and Maths can be addressed through other curriculum areas (graphs in science for example). There is no need for a narrowing of the curriculum. 	
Risk of transmission due to poor air quality	All	<ul style="list-style-type: none"> • All indoor areas used must be ventilated adequately, with windows opened. • Doors propped open to increase ventilation and reduce use of door handles. • Pupils to use outdoor space as much as the timetable allows. • Do not use computing room as no ventilation • Only HT/SM/2 members of office staff at a time to use their office as no ventilation • Windows must be opened by the site manager 	
Risk of transmission and accidents due to evacuation	All	<ul style="list-style-type: none"> • In the event of a real evacuation, if a social bubble comes near to another bubble do not worry the priority is to get out of the building and regroup separately. • In the event of a drill, maintain distancing between bubbles • All are to exit via the nearest door and through their planned routes 	
Risk of disruption to first aid provision	All	<ul style="list-style-type: none"> • First aid equipment (including inhalers and epi-pens) distributed to bubbles to ensure that pupil can receive basic first aid without needed to leave the bubble. • Accident forms to be placed in each classroom to be completed in event of any first aid • In case of emergency, staff member in bubble to use mobile phone to call the school office number and await advice. 	

Risk of transmission due to visits and visitors	All	<p><u>Visits</u></p> <ul style="list-style-type: none"> Local trips can and should take place in the Autumn term These should be within walking distance of the school wherever possible, to prevent the use of public transport Measures to limit the spread of Covid 19 must be detailed in the 'Evolve' risk assessments before the trip can go ahead <p><u>Volunteers</u></p> <ul style="list-style-type: none"> Our small consistent group of volunteers will be allowed to continue to support the school. Their work will be in line with the procedures in the <i>managing small group work</i> section of this document <p><u>Visitors</u></p> <ul style="list-style-type: none"> Any unexpected visitors attending the building will be kept in the contained reception area until the school has confirmed their visit is essential. The following visitors will be permitted inside the school (their own company guidelines permitting) and will be expected to comply with school procedures for hygiene and distancing: <ul style="list-style-type: none"> Regular visitors who enrich the curriculum during the Autumn term School Improvement from regular partnerships Contractors required to undertake repairs and maintenance to the school premises Supply teachers from regular agencies in the event of staff absence <p><u>Parents</u></p> <ul style="list-style-type: none"> Parents not permitted to drop off items during the day – school will provide a checklist of essential items for all children. Parents are not allowed to enter the building under any circumstance. Meetings with parents are to be conducted over the phone. <p><u>Contractors:</u></p> <ul style="list-style-type: none"> To maintain social distancing when in the school e.g. remain 2 metres from Site Manager at all times. Sanitise/wash hands on arrival and when necessary. Try to book visits from contractors when children are not in the building where possible. <p><u>Deliveries:</u></p> <ul style="list-style-type: none"> To be buzzed in and leave package by front door. Office staff to wash hands once they have picked up parcel. <ul style="list-style-type: none"> All visitors must be advised of health and safety procedures on arrival and made aware of procedures (hand-washing, symptoms etc). Glass screen in reception to protect office staff. The screen and area will be cleaned regularly. Any visitors will be signed-in manually by office staff. 	
Risk of disruption to safeguarding	All	<ul style="list-style-type: none"> An allocated Designated Safeguarding Lead (DSL) is on site each day. If a disclosure warrants the need for the DSL to meet with a child they will do with a physically distant colleague present. If the concern warrants a referral the usual policy applies. 	