

This risk assessment takes into account the recent government/ SAGE documents:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892043/S0484_Transmission_of_SARS-CoV-2_and_Mitigating_Measures.pdf

Level	Description	Action
5	As level 4 and there is a material risk of healthcare services being overwhelmed	Social distancing measures increase from today's level
4	A COVID-19 epidemic is in general circulation; transmission is high or rising exponentially	Current social distancing measures and restrictions
3	A COVID-19 epidemic is in general circulation	Gradual relaxing of restrictions and social distancing measures
2	COVID-19 is present in the UK, but the number of cases and transmission is low	No or minimal social distancing measures; enhanced testing, tracing, monitoring and screening
1	COVID-19 is not known to be present in the UK	Routine international monitoring

STAY ALERT > CONTROL THE VIRUS > SAVE LIVES

This risk assessment takes into account the country has recently moved from a Covid alert level 3 to level 4 where “A COVID -19 epidemic is in general circulation; transmission is high or rising exponentially”

When the alert level reduces to Level 2 certain mitigation factors can be eased within the school setting.

Likewise, if the Level increases the school will take guidance from DFE protection teams and PHE to ascertain if partial or full school closure is required.

Where closure may be required provision for key workers/ vulnerable children will remain a priority.

What is the hazard L/M/H	Who might be affected/ how?	How will this be managed?	Mitigated	Who will do this?	When will it be done?	Date completed	Signed
Pupil to pupil contact pupils transmitting COVID 19	Pupils	<p>Class bubbles of 30 no social distancing between pupils required by the government guidelines. Pupils are not to mix bubbles and follow a hierarchy of controls to prevent risk of transmission.</p> <ul style="list-style-type: none"> - Hand hygiene- regular washing of hands before and after tasks/ entry into classrooms etc. - Catch it, bin it kill it - - pupils should face forward, towards the teacher, and not face to face with each other. 	Bubble risk Wider school community	All pupils and staff have ownership over following hygiene protocols.	Sept 2020	On going	
Staff to staff contact	Teaching staff	<p>Staff will remain in their bubbles/ team maintaining 2m distance where possible. If closer than 2m suitable mitigations of face covering/ visor should be worn. Staff are not to visit other classrooms/ areas unless it is to carry out their job i.e SLT/ SENCO.</p> <p>Meetings and communications must make the most of e-communication systems such as email and Google meet where possible. Where this is not possible then meetings must be carried out in the large hall and surfaces disinfected after use.</p> <p>PPA time may be carried out off site to minimise contact between staff.</p>	Teaching Staff contact	All staff	Sept 2020	On going	

	All staff	<p>Break and lunchtimes will be staggered and help in two locations to enable social distancing between adults.</p> <p>Adults must wear face coverings when moving through the school.</p> <p>Those staff who can use the staff room outside of peak times: SLT/ SENCO/ site staff/ Office staff/ middays must do so. Staff to follow one way system around the school to minimise transitory contact.</p>	All staff				
Staff / pupil contact	Pupils and staff	<p>2m distancing between pupils and staff where possible, if this is not possible then mitigation measures must be in place perspex/ visor and mask. Apart from 1:1 support this must be for brief transitory times.</p> <p>Teachers remain at the front of the class and only short time transitory interactions with pupils to allow guidance during lessons. Small group work to be carried out by an adult within the class bubble and in the shared area ensuring 2m distance can be easily maintained using the classroom model of pupil seating.</p> <p>Teachers/ teaching assistants will not be working with small groups during lessons although pupils will receive support via verbal guidance and clear adaptations to tasks. Interaction with pupils and adults will remain of a limited time period and where social distancing remains the preferred option; where it can not be maintained mitigations must be in place.</p> <p>Perspex screens installed in classrooms to</p>	Staff/ pupil risk	SLT to oversee CT/ TA/ support staff	September 2020	On going	

		<p>mitigate teachers working face to face with 30 pupils, and length of time working face to face with pupils in an enclosed space with limited ventilation.</p> <p>Further mitigations, it is advised visors/face coverings worn by adults to reduce effects of distances <2m; close proximity to pupils and prolonged periods of time with pupils.</p> <p>Non class based staff are not to enter classrooms, observations are to be carried out from the doorway of the class and through a review of progression documents to identify learning gaps and online resources. In term two leadership will experiment with remote lesson drop ins.</p>					
Medically vulnerable pupils	Individual pupils	<p>Those pupils who are seen/ have previously been clinically/ extremely vulnerable will continue to have underlying health conditions that may need addressing in the school setting.</p> <p>School will work closely with parents/ medical professionals to provide the correct adaptations to mitigate the pupils' risk to COVID 19 in the school setting.</p> <ul style="list-style-type: none"> - Health care plan to be established identifying risk and suitable adaptations. - Parents may, if appropriate, allow their child to wear face covering/ visor if this is deemed to be a significant mitigation in the reduction of social distancing rules. 	Individual pupil	Flo/ SENCO/ SLT			
Medically vulnerable staff	Individual staff	<p>Staff members who are seen/ have previously been clinically/ extremely vulnerable will continue to have underlying health conditions that may need addressing in the school setting.</p>	staff	SLT	July 2020		

		<p>School will work closely with staff and related medical professionals/ occupational health to provide the correct adaptations to mitigate the persons' risk to COVID 19 in the school setting.</p> <ul style="list-style-type: none"> - Risk assessment to be established identifying specific risks and suitable adaptations. - Staff may choose to wear face visors/ face coverings to help mitigate the risk of working in enclosed spaces, larger numbers of children and the relaxation for pupils in social distancing. <p>If the staff member is so significantly vulnerable that being in school poses a risk to life then further consultations about carrying out their role at home will be had with the head teacher.</p>				
Suspected case of Covid 19	Pupils and staff	<p>Both pupils and staff will be sent home if they develop a high fever, new consistent cough or anosmia An individual with suspected Covid must be moved to an isolated room, open a window and once they have left the premises the area must have a "deep" clean. Siblings to be sent home too.</p> <p>Member of staff to have appropriate PPE to accompany the child.</p> <p>Where appropriate home testing kit to be given to pupil/ staff members. Headteacher to organise testing for staff members if home testing kit is not available - local test centre in Ashford.</p> <p>If a member of a 'bubble' has a confirmed test. All in the class 'bubble' must isolate for 14 days. Follow NHS guidelines on self</p>	Pupils and staff	SLT to oversee CT/ TA/ support staff	September 2020	Ongoing

		<p>isolation. HT to phone DFE COVID helpline who will liaise with PHE protection team for complex cases and updated guidance.</p> <p>If a positive case is confirmed over the weekend parents to email: covid@st-mary's-ashford.kent.sch.uk</p>					
Contaminated surfaces	Pupils and staff	<p>All areas that are in regular contact with pupils and staff will be disinfected after the final touch - Chrome books/ Laptops/ equipment.</p> <p>All members of the school community will carry out regular hand washing before and after eating/ being in a room/ toileting and where realistically possible touching any surfaces.</p> <p>Cleaners and site staff will clean all communal surfaces i.e. door handles, telephones, keyboards etc at the end of the school day.</p> <p>Where possible pupils/ adults will have personalised stationery/ resources that only they will use.</p> <p>Where resources such as teaching manipulatives/ PE equipment these should be disinfected before another 'bubble' uses them</p> <p>Staff will take responsibility for wiping down their own table and chairs in the staff room.</p>	surfaces	<p>pupils</p> <p>teaching/ support staff</p> <p>Cleaners</p> <p>Site manager/ caretaker</p>	Sept 2020	On going	
What is the hazard	Who might be affected/ how?	How will this be managed?		Who will do this?	When will it be done?	Date completed	Signed
Pinch points of larger numbers during drop off and pick up times.	parents/ pupils	Staggered starting/ finishing times enabled by a review of lunchtime sessions.	Drop off/ pick ups	<p>Structure of day created by SLT.</p> <p>Teachers to enable swift</p>	Sept 2020		

		<table border="1"> <thead> <tr> <th></th> <th>Drop off</th> <th>Gate</th> <th>Pick up class door</th> </tr> </thead> <tbody> <tr> <td>Year 6</td> <td>8:45 - 8:55</td> <td>Back car park</td> <td>3:20</td> </tr> <tr> <td>Year 5</td> <td>8:55 - 9:05</td> <td>Top car park</td> <td>3:20</td> </tr> <tr> <td>Year 4</td> <td>8:45 - 8:55</td> <td>Main alleyway gate</td> <td>3:20</td> </tr> <tr> <td>Year 3</td> <td>8:55 - 9:05</td> <td>Main alleyway gate</td> <td>3:15</td> </tr> <tr> <td>Year 2</td> <td>8:45 - 8:55</td> <td>Small alleyway gate</td> <td>3:10</td> </tr> <tr> <td>Year 1</td> <td>8:55 - 9:05</td> <td>Small alleyway gate</td> <td>3:10</td> </tr> <tr> <td>EYFS</td> <td>9:05 - 9:15</td> <td>Small alleyway gate</td> <td>3:05</td> </tr> </tbody> </table> <p>Parents are encouraged to maintain social distancing at pick up time, if this is not possible then they should wear face coverings.</p>		Drop off	Gate	Pick up class door	Year 6	8:45 - 8:55	Back car park	3:20	Year 5	8:55 - 9:05	Top car park	3:20	Year 4	8:45 - 8:55	Main alleyway gate	3:20	Year 3	8:55 - 9:05	Main alleyway gate	3:15	Year 2	8:45 - 8:55	Small alleyway gate	3:10	Year 1	8:55 - 9:05	Small alleyway gate	3:10	EYFS	9:05 - 9:15	Small alleyway gate	3:05		<p>departures.</p> <p>Parents abide by timings.</p>			
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Play times/ lunch	pupils / staff	Playgrounds to be zoned for use by single class bubbles only. Packed lunch to be eaten in classrooms. Playground equipment can be used, however children need to wash their hands before and after use. EY and KS1 zoned play areas 12:15 -12:45 Y3 and 4 zoned play areas 12:50 - 13:10 Y5 and 6 zoned play areas 13:15 - 13:35		SLT/ staff/ midday supervisors	Sept 2020																																		
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Fire drill - evacuation	pupils/ staff	Follow normal procedures. Teachers remain 2m apart from pupils and other staff where possible. Both staff and pupils sanitise hands before returning into the building.	pupils/ staff Fire drill	SLT/ staff	Sept 2020																																		
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Outside visitors to school	Pupils/staff	All visitors briefed before entering school. They cannot enter if showing symptoms of Covid – 19 and must wear a face covering at all times. In addition to this they must be 2m away from pupils and adults. If working with a pupil the visitor must sanitize before and after and wear face covering.	Pupils staff	SLT/Staff	Sept 2020		
What is the hazard	Who might be affected/ how?	How will this be managed?		Who will do this?	When will it be done?	Date completed	Signed
Wrap around care	Pupils/ Staff	Children will sit at “bubble” tables and served by adults who will wear visors/ face masks/ gloves to ensure risks are mitigated and cross bubble contamination risks are reduced.	pupils/ staff	Val day overseeing breakfast club staff Kent Play Clubs	Sept 2020		