

COVID-19 risk assessment – Partial re-opening of schools - Year Group/Curriculum

Site / school name:	Belmont School		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> ▪ Students ▪ Staff ▪ Catering and cleaning staff ▪ Contractors 		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> ▪ Partial re-opening of primary schools – Early Years, Reception, Years 1 and 6 from 1 June 2020 at the earliest ▪ Pick up and drop off from school ▪ Cleaning and sanitisation ▪ Food provision ▪ Continued remote working of some staff 		
Equipment and materials used:	<ul style="list-style-type: none"> ▪ General class and teaching materials ▪ Limited sports and PE equipment ▪ Cleaning materials and equipment 		
Guidance	<ul style="list-style-type: none"> ▪ https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing ▪ 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 ▪ https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings ▪ https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020 ▪ https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings ▪ https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers ▪ https://www.gov.uk/coronavirus/education-and-childcare ▪ https://digital.nhs.uk/coronavirus/shielded-patient-list ▪ https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe ▪ https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control ▪ https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures ▪ Health and Safety at Work etc. Act 1974. 		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> ▪ All school premises and grounds 		
Name of person completing this risk assessment:	Senior Leadership Team (SLT) and School Business Manager (SMT) at Belmont School.	Date of completion:	11.6.20
Risk assessment approved by:	L Shaw	Date of approval:	11.6.20
Date risk assessment to be reviewed by:	Within one month of completion	Risk assessment no:	2
Record of risk assessment reviews			
Date of review:	2.6.2020	Reviewed by:	Comments / date of next review: <ul style="list-style-type: none">▪
Date of review:		Reviewed by:	Comments / date of next review: <ul style="list-style-type: none">▪
Date of review:		Reviewed by:	Comments / date of next review: <ul style="list-style-type: none">▪

	What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Risk Rating	Who needs to carry out the action?	By when?	Completed on:
Exposure to Covid-19 due to contact with contaminated persons/surfaces	WORKPLACE/ WORKSTATION							
	Number of Pupils in a classroom	Staff/Pupils cannot maintain 2metres distancing	<p>Maximum numbers should be adhered to.</p> <ul style="list-style-type: none"> Reception– Up to 15 pupils in the year 1 classrooms as well as using the outdoor area and Star 1 and Star 2 toilets. Year 6 –15 pupils x 6 groups will be using the year 6 classrooms on the first floor. Pupils will be split into groups taking account of friendships, and will be taught by their class teacher and LSA. 	<p>The size of the classroom should also be taken into account to ensure 2metres distancing can be achieved where possible</p> <p>Outdoor area should be taken into consideration for learning with additional adults and will account for approx 50% of the pupils’ learning.</p> <p>Ensure the same Teaching Assistants (TA) and Teachers are with the same group of pupils subject to staff availability – staff from other year groups may need to be redeployed.</p>	M	SLT/SBM/ Site Team/Staff	Before opening and ongoing	
	Desk/Chairs layout in place	Staff/Pupils cannot maintain 2metres distancing	<p>Ensure there is 2metres distancing where possible in classrooms and in any other restricted areas</p> <p>Extra Furniture should be removed by the site team.</p> <p>No tables, desks, chairs etc. to be left in corridors</p>	<p>Teachers are responsible for maintaining social distancing in their classes and ensuring compliance with seating arrangements.</p> <p>A video will be created and shared with staff and families for year groups returning to share expectations and layout. This will be posted on website.</p>	M	SLT/ Site team/Staff	Before opening and ongoing	
Teachers assigned to pupils	Staff/Pupils coming in contact with different teachers	<p>Reception = 4 adult to 15 pupils consistently</p> <p>Year 6 = 2 adult to 15 pupils consistently</p>	<p>Ensure the same TA and Teachers are with the same group of pupils subject to staff availability – staff from other year groups may need to be redeployed.</p>	M	SLT/Staff			

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	increases risk of infection						
MOVEMENT AROUND SCHOOL							
Break/ Lunch times	Staff/Pupils coming in contact with different groups of people increases risk of infection	<p>Break times will be staggered to ensure that only limited number of pupils are out in their designated zones (See playground zones).</p> <p>Year 6 pupils will go down the stairs outside 6 Saturn and will be escorted by the class teacher and the LSA through the exit near toilets.</p> <p>Year 6 pupils will be on the main playground in their groups in zoned areas and will maintain the 2m distance. Staff ratio on Duty will be 1 first aider in each group and the DSL on duty – A rota will be provided</p> <p>Reception children will have staggered break time in the year 1 quad with 2 adults on duty. Staff will take children to use the Star 1 and Star 2 toilets.</p> <p>Lunch will be collected by the lunchtime Managers from the service counter in the LSH for FSM and those children who have ordered/payed for it and brought to the classes and lunch will be eaten by the children in their classes. For outdoor play the above applies.</p>	<p>Staff ratio for pupils to have a safe play/lunchtime to remain at:</p> <ul style="list-style-type: none"> ▪ Reception – 1-15 ▪ Year 6 – 1 to 15 ▪ <p>Catering – Caterlink personalised risk assessment and commitment to follow school procedures.</p> <p>Staff will have allocated spaces for eating to minimise contact with different groups to minimise the risk of spreading infection.</p> <p>Lunch can be eaten on the desk or outdoors in agreed zones on field to minimise the need for movement/use of kitchen.</p> <p>Staff will not access other parts of the building beyond their designated areas to minimise the risk of spreading infection.</p>	L	SLT		

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	Use of Corridor	Staff/Pupils coming in contact with different groups of people increases risk of infection	<p>Use one way systems identified for each year group, and marked out clearly</p> <p>Reception pupils will access the school via the reception playground and enter via star 1 classroom. Floor markings will indicate 2m distances. The class teacher will take children through into the year classrooms via the year 1 corridor.</p> <p>Year 6 pupils will enter school via the main playground and enter through the Year 2 toilet doors. They will go up the stairs opposite 6 Saturn and only use the year 6 corridor.</p> <p>Use timetable to limit movement to certain groups at a particular time (see individual timetables).</p>	<p>All areas not in use should be locked and clearly labelled with a no entry sign.</p> <p>Consider if dividers can be placed in corridors where two-way travel is necessary. Where this is not possible, markings can be put in place.</p>	L	SLT/Site staff /Staff		
	Classroom entrance/exit	Staff/Pupils coming in contact with different groups of people increases risk of infection	<p>Prioritise use of classrooms where external doors are present so entry / exit can be made from outside rather internal corridors</p> <p>Reception pupils will access the school via the reception playground and enter via star 1 classroom. Floor markings will indicate 2m distances. The class teacher will take children through into the year classrooms via the year 1 corridor.</p>	<p>Pupils may need to enter classrooms one at a time as directed by teacher/TA.</p> <p>To maintain social distancing students need to queue to get into a classroom following marked out areas with 2 metre spacing.</p> <p>To maintain social distancing parents of reception pupils need</p>	M	SLT/Site staff/Staff		

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			<p>Year 6 pupil will enter school via the main playground and enter through the Year 2 toilet doors. They will go up the stairs opposite 6 Saturn and only use the year 6 corridor.</p>	<p>to queue to collect pupils using waiting areas with 2 metre spacing.</p>				
	<p>School Building entrance/exit</p>	<p>Staff Potential to contract covid-19 through contact with other people</p>	<p>Year 6 pupils will entering the school via the side walk way (one way system). They will be collected by CT and LSA from the main playground and enter via the Year 2 toilet door and go up to the first floor via the stairs opposite 6 Saturn.</p> <p>At the end of day. Year 6 will be escorted out and exit the building following the one way system. Staff will lead them to the main car park gate and will release pupils to walk home by themselves. If parents are collecting, they are not permitted on site and will wait for pupils on the other side of the gate.</p> <p>Reception parents will not be permitted on school site. They will drop children off at the main reception entrance and staff will escort children to year 1</p>	<p>Staff will have allocated spaces for eating to minimise contact with different groups to minimise the risk of spreading infection.</p> <p>Plan for designated toilets closest to working areas for different groups of staff</p> <p>Staff will not access other parts of the building to minimise the risk of spreading infection.</p> <p>No parents allowed on site unless pupil needs collecting if they fall ill during the school day.</p> <p>Site team will be present at gate at all arrivals and departures including members of the SLT team on duty at gates and using infrared thermometers at entry times.</p>	<p>M</p>	<p>SLT/Staff</p>		

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			<p>classes as above. At the end of the day pupils will be brought out the reception play area and will be released to parents at staggered times.</p> <p>Restrict movement of staff outside during school day.</p>				
WORK/SCHOOL RELATED TRAVEL							
Drop off/Pick up	Staff/Pupils/Parents coming in contact with different groups of people increases risk of infection	<p>Stagger start and finish times to limit numbers at any one time.</p> <p>Main pedestrian gate for Reception/Year 6/ Key Worker pupils only.</p> <p>Staggered timetable will apply and families will have a window of time to get pupils to school safely and without breaching social distancing rules.</p> <p>Mark drop and pick up areas including with social distancing markers. Different areas may be needed for different classes and groups - see start and end of day procedures.</p>	<p>Children who turn up late will not be admitted.</p> <p>Parents to sign a contract before reopening of school regarding understanding and following new school procedures.</p>	M	SLT/SMT		
CLEANING – Read this in conjunction with whole school risk assessment							
Cleaning of phones/IT Equipment	Staff/Pupils coming in contact with potentially	IT equipment to be used by one person as a designated workstation where	Senior leaders and office and site staff should be encouraged to transfer calls from the desk	M	Cleaners/ Site team		

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		contaminated surfaces increases risk of infection	possible and cleaned (wiped down) pre use and at the end of the day.	phones to their mobiles (channel shifting). Site Managers to ensure that all classroom have a supply of wipes. Mobile phones will not be permitted where pupils are present, unless it is required for health and safety, first aid or safeguarding purposes.				
	Ventilation	Staff/Pupils can be exposed to a high viral load in poorly ventilated spaces	All spaces should be well-ventilated using windows etc. where possible. Consider opening some doors to limit touching of door handles and improve ventilation	Ensure Fire Risk Assessment is put into consideration when keeping doors open. Site team to publish revised Emergency Evacuation Plan and Assembly points as appropriate Internal Fire doors should be kept shut where possible	M	SLT/Site Manager/ Staff		
HYGIENE/WELFARE								
	Poor hygiene/ Handwashing	Staff/Pupils can transfer the virus	Pupils and staff wash their hands - on arrival, before and after eating, after using the toilet and after sneezing and coughing – see ebug posters published by PHE Teachers wash their hands and surfaces before and after handling pupils' books.	Alcohol based hand sanitiser should be considered for practical sessions where hand washing will be required before and after if sufficient facilities are not available. Ensure pupils wash hands after outdoor activities when re-entering the school building	M	All Staff		

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			<p>Posters should be placed in classrooms, wash rooms to encourage handwashing – PHE</p> <p>Staff to train pupils to wash their hands correctly.</p>	Sanitising stations set up around toilet areas, key exit/entry points.				
	Washroom (Urinals/W C)	Staff/Pupils cannot maintain 2metres apart	<p>Limit the number of pupils who use toilet facilities at one time.</p> <p>Staff to escort groups of children and remain at a safe distance to ensure that everyone has washed their hands in accordance to PHE guidance.</p>	<p>Only one person in each toilet at a time</p> <p>Allocated times for classes to go to the toilet during the day. (See timetable)</p>	L	All Staff		
SHARED RESOURCES								
	Shared resources (Pens, books)	Staff/Pupils can be exposed to the virus	<p>Limit what shared resources are required.</p> <p>Pupils will have a zip wallet with all their resources for learning. Teachers will remind pupils to put everything back into the zip lock bag and to wipe the bags when then place them in a central storage area (including pupils in reception).</p> <p>Any shared materials and surfaces are cleaned and disinfected frequently.</p> <p>Pupils should only use stationery provided and this is not to be shared with other pupils.</p>	<p>Practical lessons can go ahead only if equipment is cleaned between used and the classroom / space is cleaned between different groups using them</p> <p>Pupils to keep all personal belonging, including lunch boxes with them</p> <p>Antibacterial wipes should be provided in all classrooms</p> <p>Home learning will be set on My Teams as no resources will be sent home.</p>	M	All Staff/Pupils		

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OUTDOORS AREA							
Outside Space	Staff/Pupils can be exposed to the virus	<p>Can be used for exercises and breaks.</p> <p>Outdoor education can limit transmission and allow easier distancing between children and staff – 50% of the timetable of learning will include outdoor learning including forest school activities and socially distant team building activities.</p> <p>Have designated areas for each group of pupils to use on the playground/field during outdoor activities, playtimes and lunchtimes. Playground markings or tape to be used to define areas. (see map)</p>	<p>Outdoor play equipment should not be used and will be taped off.</p> <p>Groups do not use any outdoor equipment at the same time and there is cleaning in between groups using the equipment for learning purposes.</p>	L	All Staff		
<u>Pupils</u>							
Clinically Extremely vulnerable Pupils	Pupils may become infected	Clinically Extremely vulnerable Pupils have been advised to shield. We do not expect these children to be attending school or college, and they should continue to be supported at home as much as possible.	<p>Pupil risk assessments to be completed.</p> <p>Pupils to complete online learning programme.</p>	L	SLT		
Clinically vulnerable Pupils	Pupils may become infected	Clinically vulnerable (but not clinically extremely vulnerable) pupils are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children will fall into this category, and parents should follow	<p>Pupil risk assessments to be completed.</p> <p>Pupils to complete online learning programme.</p>	L	SLT		

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			medical advice if their child is in this category					
	Staff to pupil ratio	Staff/Pupil may have larger groups thus increasing infection rates	<p>Have appropriate levels of staffing throughout the day to ensure pupils' safety and well-being</p> <ul style="list-style-type: none"> ▪ Reception = 4 adult to 15 pupils consistently ▪ Year 6 = 2 adult to 15 pupils consistently 	Inform the Local Authority if the school does not have the capacity for more pupils	L	SLT		
▪	Key Worker Pupils	Staff/Pupil may have larger groups thus increasing infection rates	<p>Arrival & leaving times of Key worker pupils will be different for the other year groups – 9am to 3pm.</p> <p>A member of the provision team will collect the pupils from the gate at 9am and will take them through to the hall via the main entrance where they will use one of the hand sanitising stations before they go to the hall. The provision leads will go through hygiene expectations and social distancing rules.</p> <p>A DSL will be on rota for the day, will take an attendance register, and report it to Deputy Headteacher and School Business Manager. Provision staff/LMS will report any safeguarding/behaviour concerns to the DSL who will make contact with the relevant agencies.</p> <p>The lower school hall and toilets on the Year 2 corridor are the only indoor</p>	<p>Teachers will continue to plan for wider reopening and working to deliver online learning.</p> <p>Lunch will be provided by families.</p> <p>Pupils will be escorted to car park area at the end of the day for collection.</p>	L	SLT/Office team		

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			<p>areas that can be access for provision use. Any part of the outdoor area can be used until wider opening. No outdoor equipment should be used, including play equipment. The rest of the school will be out of bounds due to cleaning and preparation for wider opening.</p>					