

Fairburn View Primary School Covid-19 Risk Assessment

September 2020

Risk	Severity of risk	Who is at risk	Measures to be put in place to control this risk?	Severity of risk after measures	Who is responsible for implementing the measures	By when should the measure be actioned	Measures completed
Transmission of Covid-19 due to an infectious person attending site	Medium	Families, pupil, staff	Safety and hygiene procedures <ol style="list-style-type: none"> 1. Clear guidance given on the 3 symptoms and isolation timelines on website 2. All pupils to remain in their year group bubbles in their own classrooms, using their own entrance and exit. 3. All pupils to be encouraged to distance at 1m when possible 4. Procedures in place for isolating symptomatic people on site and sending them home 5. Handwashing procedures and hand sanitisers available at all times and in all rooms 6. PPE equipment available for all staff to use 7. Staff, pupils and parents to be reminded that they must isolate for 14 days if they are contacted through Test and Trace 8. Cleaning supplies available to all staff in classrooms 9. Additional cleaning staff working throughout the day keeping communal areas and surfaces clean 10. Every classroom to be cleaned thoroughly every evening 11. Emergency deep clean system ready in the event of a confirmed case of Covid-19 within the school 12. Any waste from a person with symptoms to be double bagged and left for 72 hours before being put in waste 13. At reception visitors are asked if they have any symptoms and their temperature is taken 	Low	Caretaking and building hygienist staff Office staff SLT	From 7 th September onwards	Continuous
Transmission of Covid-19 during drop off and collection times	Low	Families, pupils and staff	<ol style="list-style-type: none"> 1. One way system in place for front of school 2. Separate entry points for different year groups 3. School building open from 8.15am to prevent large groups queuing 4. Staggered end of day time for different year groups to prevent large groups of parents gathering. 5. Parents to wait on playground area and children brought to them so they do not crowd around door areas 6. Parents updated through Facebook and text 	Low	SLT Office staff Caretaking staff Classroom staff	7 th September	Continuous
Transmission of Covid-19 in classrooms	Medium	Pupils and staff	<ol style="list-style-type: none"> 1. Teaching staff to remind children to keep their distance 2. No sharing of personal stationery 3. Shared equipment to be cleaned and sprayed immediately after use and put away 4. No sharing of equipment between classes 5. Windows to be kept open 	Low	Teaching staff SLT	7 th September	

			6. Classrooms to be cleaned thoroughly at the end of the school day 7. Children and staff to regularly wash or sanitise their hands throughout the day 8. Teachers to wash their hands after marking books 9. No over the shoulder marking 10. Children to have their own equipment kept in plastic wallets 11. Staff have face masks and visors if required during small group work				
Transmission of Covid-19 in communal areas	Medium	Pupils and staff	1. School building opens at 8.15am to reduce pupils crowding in corridors 2. Staggered end of school and different entrances and exits for pupils form different year groups 3. Pupils escorted to play areas and dining rooms safely and in a safe manner to ensure no mixing of classes on corridors 4. Pupils to sit in year groups in dining rooms 5. Pupils to sit in year groups at breakfast and tea time clubs 6. Children to walk down side of corridors in case they have to cross with other pupils 7. Toilets to be cleaned regularly 8. Staff not to congregate in staff room but eat in separate areas 9. All communal surfaces must be wiped down with anti-bacterial cleaning material after use. 10. Staff briefing is by staff briefing notes by email twice a week. 11. Assemblies are twice a week via zoom	Low	Building hygienists Caretaking staff	7 th September	
Transmission of Covid-19 in staff office spaces	Medium	Staff	1. 2m distancing in place as best as possible 2. Sitting side by side 3. No hot desking 4. Shared equipment must be wiped down with anti-bacterial spray after use 5. Messages to office staff by phone or email 6. Stand at stable door if staff wish to speak to office staff 7. Staff to use visors when speaking to visitors 8. Visitors to be asked if they have any symptoms and temperature taken	Low	Building hygienists	7 th September	
Transmission of Covid-19 due to pupils not following safety procedures	Medium	Staff, pupils and families	1. Regular assembly and PSHCE themes to do with keeping safe and following rules for safety 2. Posters around school with regards keeping distance and handwashing 3. Behaviour system to be followed including lunchtime detentions in classrooms but still reported to phase leaders 4. School behaviour policy updated to reflect the safety measures required due to Covid-19	Low	SLT Teaching staff	7 th September	
Increased risk of transmission for SEN children	Medium	Staff and pupils and families	Individual risk assessments to be carried out for each child. If their needs cannot be met safely at school the child cannot attend	Low	SENCo Teaching staff	7 th September	
Transmission of Covid-19 due to staff not following safety procedures	Low	Staff and pupils	1. Staff meetings by zoom to remind staff of expectations 2. Staff briefing notes by email twice a week	Low	SLT All staff	7 th September	
Heightened risk of those in vulnerable groups who were	Medium	Pupils and staff in the	1) Staff to be reminded of the 2m distancing for all staff 2) Vulnerable staff not to move year groups but stay in key rooms	Low	Head teacher	7 th September	

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