

 	Establishment/Department: All TLP schools ROUNDSWELL COMMUNITY PRIMARY ACADEMY	Establishment Risk Assessment	COVID-19
CLAYPITS ROAD ROUNDSWELL BARNSTAPLE DEVON EX31 3JW			
Person(s)/Group at Risk Staff, Pupils, Visitors and Contractors		Date assessment completed: 14.07.20 (Reviewed 08.09.20 and 04.11.20 and 25.11.20 and 17.12.20) Date to be reviewed: <ul style="list-style-type: none"> ● Change in government guidance ● As required by the school/TLP 	
Activity/Task/Process/Equipment Mitigating the risk of a COVID-19 infection		Assessor(s): Erick Muzard / Terry Simons	

School opening plan	<ul style="list-style-type: none"> ● Each schools to develop an individual school reopening plan considering all aspects of this Risk Assessment ● Once the plan has been checked by the TLP Central Team; <ul style="list-style-type: none"> ○ Share the plan alongside the RA and other associated documents with all school staff, parents/carers ○ Publish it on your school website
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Activity and Significant Hazard Section	Control measures in place <i>Additional measures or actions not included in the column below should be put in the assessor's recommendations at the end of this document</i>
Pre-opening Premises Checks	<p>Pre-opening caretaking & cleaning checks of dormant internal & external areas that are to be used.</p> <p>Internal</p> <ul style="list-style-type: none"> ● Caretaker to ensure all statutory compliance checks are up to date (fire system checks, Legionella etc. as per building compliance checklist). ● Caretaker to ensure ample stocks of required cleaning materials are in place prior to opening and ongoing. ● Caretaker to ensure body fluids clean up kits are supplied with ample materials. ● Premises to be checked for safety by premises caretaker i.e. fire doors functioning correctly, windows open effectively, classroom sinks and taps flushed. ● Caretaker to wedge open all internal doors where possible to prevent human touch ● Caretaker to induct cleaning staff with regards to the cleaning procedures and protocol for the school site ● Cleaning team to complete a deep clean on all rooms before carrying out a full sanitising each room following the agreed procedure. ● Caretaker/teaching staff to remove all non-essential furniture (surplus chairs, tables and mobile units) from the classrooms in use. If storage is an issue, tray units can be turned to face the wall, chairs & tables stacked etc. ● Teaching materials (stationary etc) kept to minimum to aid with sanitising after use. ● Classroom and corridor surfaces to be kept clear to aid cleaning/sanitising. ● Caretaker/cleaning team to ensure ample hand soap, gloves, sanitiser spray, blue cloths, tissues and hand sanitiser are available within each classroom. ● Caretaker and staff team to ensure all available external windows are opened for maximum ventilation (open high windows only in Nursery and Reception, due to eye level opening of lower windows) ● Caretaker/cleaning team to ensure toilets are fully stocked with toilet rolls and hand soap. ● Caretaker to ensure toilet windows are opened in toilets and extraction systems are

	<p>working to optimum efficiency (filters cleaned).</p> <p>External</p> <ul style="list-style-type: none"> ● Caretaker to check entire premises daily to ensure all areas are safe for use. ● Caretaker to take all climbing apparatus/high risk areas out of use to prevent cross contamination in areas that cannot be sanitised. ● Signage adapted for opening guidelines
<p>Cleaning and disinfection</p>	<p>Cleaning procedures for expanded numbers of premises users</p> <ul style="list-style-type: none"> ● School leaders/caretakers to adapt cleaning staff hours as necessary to match schools opening hours to ensure upgraded thorough cleaning/sanitising is carried out every day. ● School leaders/caretaker to ensure adequate numbers of cleaners are available to complete the level of cleaning required. Rooms not in use to be locked, in order to focus cleaning on areas of the school used. ● Duty Senior Leader or delegated person to brief all staff before starting shifts to changes or incidents that will affect their working pattern. ● Caretaker to ensure copies of COSHH risk assessments/safety data sheets are available for sanitiser and other chemicals. ● Support & Teaching staff to be trained in the procedure and safe use of classroom sanitiser ● Cleaning team to follow the TLP COVID-19 cleaning procedure to all areas – refer to Premises Guidance document for details. ● Increase the level of cleaning across the schools, focusing on any contact points, doors, door handles, walls, lockers, desks and chairs. ● All rooms waste to be double bagged and placed in the skip immediately. ● Always reinforce the message to all cleaners of the necessity of wearing PPE (gloves and plastic aprons) – carry out spot checks to ensure this is being followed. ● To use face masks for cleaning of isolation rooms following incident. Isolation room identified as the studio room, as external access is available without the need to contaminate the school building. ● Cleaning if there has been a suspected case in school – refer to Premises Guidance check list. ● Systematically use the return to work form for any staff coming back from illness – should be done remotely and digitally and prior to return ● Tables and chairs in classrooms to be disinfected periodically throughout the day. ● Toilets to be wiped down with disinfectant at intervals.

<p>Drop-offs and pick-ups</p>	<ul style="list-style-type: none"> ● All shared equipment (sports and ICT to be disinfected after each use) <p>Drop-offs</p> <ul style="list-style-type: none"> ● Develop drop-off and pick-up plan according to your setting and number of expected pupils – using different entry points as possible Nursery and Reception to enter school through their own entrance doors at staggered entrance and exit times. Nursery times are 8.45am and 12.45am. Reception times are 8.50am. Following congestion along the pathway, as Nursery take time to drop off, Reception Class will now queue at the main entrance around the hall side path and will be greeted by the Teacher. At the end of the day, Reception Class will be collected from the main entrance of the school (28.09.20) Signage placed around the site to aid movement of pupils and staff / TLP visitors. One way system in place with directional signage. Stop and wait signs put at congested areas where one way is not possible. ● Communicate the drop-off plan to parents/carers ● Stagger the beginning and end of the school day, so not all pupils enter and leave school at the time or use different exits/entrances if site allows Children in Nursery will begin the school day at 8.45am and leave at 3.15-3.45pm. Children attending Nursery for the afternoon session will not require staggered entry / exit times. Similarly, those being collected at lunchtime following the morning session will not require staggered pick-up times. Children in Reception will begin the school day at 8.50am and leave at 3.10pm. ● Use clear and visible directional, safety awareness and information signage – internally and externally, especially in corridors where needed. ● For the first couple of weeks a member of SLT staff positioned at the school entrance and also at the entrance into Nursery and Reception to manage and monitor the pupil flow during drop-offs ● Do not allow parents/carers to enter the school building during drop-offs and pick-ups – pupils should be let in by staff only. One parent only is allowed to accompany the children to the queue system in place. ● All adults are to wear face coverings (except in the case of medical exemption) at drop-off times ● Maintain all doors and gates open during drop-offs ● Organise pupils using hand sanitiser and then hand washing before joining the group – staff to oversee (TAs)
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	<p>Pick-ups</p> <ul style="list-style-type: none"> ● Member of staff positioned at the EYFS side gate entrance to manage and monitor the pupil flow during pick-ups ● Reception children will finish at 3.10pm and leave via their classroom door. Reception children will be collected from the main entrance of the school, in order to reduce congestion in the EYFS entrance gates and pathways. To avoid further congestion at the main entrance of the school and to safeguard the children, parent will queue in a similar manner to the mornings, around the main entrance path, and children will dismissed to their parents one at a time, dependent on which parent is at the front of the queue. ● Nursery will finish at 3.15pm and leave via their classroom door. ● Morning Nursery children will leave at either 11.45am or 12.45am and will be brought to the main entrance of the school by a member of staff to handover. ● Communicate the pick-ups plan to parents/carers ● Do not allow parents/carers to enter the school building during pick-ups – pupils should be let out by staff only (see above) ● All adults are to wear face coverings (except in the case of medical exemption) at drop-off times ● Maintain all doors and gates open during pick-ups
<p>Toilets and changing rooms</p>	<p>Toilets</p> <ul style="list-style-type: none"> ● Both Nursery and Reception children have their own toilet blocks to use as necessary – contained within the classrooms. ● Children reminded to use distance as appropriate if queuing for the toilet ● Where possible and appropriate, supervise the journey to and from the toilets - TAs ● Frequently ventilate the toilets and check the cleanliness and good working order of the extractors ● Supervise hand washing if possible ● Ensure adequate stock throughout of soap, paper towels and toilet paper ● Organise cleaning inspection throughout the day – at lunchtime as a minimum ● Ensure deep clean of all toilets on a daily basis – follow cleaning procedure ● Provide disposable hand towels in addition to the hand drier to allow for less time in the toilet area. <p>Changing Rooms</p> <ul style="list-style-type: none"> ● N/A

Classrooms

Desks will be arranged to minimise close contact for extended periods (15mins) between teachers and pupils. The formation may be facing forwards with 2 pupils at a desk but for Nursery, Reception and Year 1 this is not appropriate.

For Year 1 and above: **NOT APPLICABLE AT PRESENT**

- Set the tables accordingly –horseshoe or other – avoiding face to face between pupils
- Child to have own basic equipment
- Remove any unnecessary furniture in order to create maximum available space
- Reduce the movement within the class

For all Classrooms:

- Ventilate the class before, during and after use as much as practically possible – all windows and doors to remain open. **Ensure that the doors and higher windows are open, NOT the lower windows as these present a bump risk at present to children playing in the outdoor area.**
- Pupils will not bring in materials/resources/equipment from home unless absolutely necessary. Reading books stay in school, no pencil cases or PE kits to be bought in. Homework to be completed online rather than using homework books / sheets as applicable.
- Sanitise all equipment and surfaces as often as possible throughout the day – at breaktimes and lunchtimes as a minimum requirement
- Consider use of outdoor learning environment for teaching

Before class

- Open all windows for natural ventilation. **Lower windows to remain closed due to bump risk, but all higher windows and doors to remain open.**
- Check the set up of the class
- Prop the door open (external if possible)
- Check that all teaching equipment has been cleaned and disinfected

During class

- Be aware of minimising contact between pupils, teacher and support teaching staff if possible (not applicable to Nursery and Reception children)
- Avoid exchange of personal objects
- Use outside areas as much as possible

	<p>At the end of class</p> <ul style="list-style-type: none"> ● Prop the door open (external if possible) ● Check that the areas outside the external classroom doors are clear of adults collecting the children, in order to be able to dismiss the class in a safe manner.
<p>Movement within the school</p>	<ul style="list-style-type: none"> ● Minimal movement around the school by few children – only to visit the hall for PE / Lunch, or to visit the library / DT room. ● Minimal movement from adults around the school – face coverings must be worn at all times ● Place in strategic position simple directional signage around the school – poster, arrows, colour scheme and taped social distancing markers in corridors. ● Adopt, whenever possible, a propped open door policy within the school to avoid contact points and potential cross contamination ● Enforce keeping to left when walking around school. ● Stagger arrival, departure, breaks, lunch as much as possible and communicate timings to all staff. Lunchtimes are Nursery 11.45am; Reception 11.55am in order to prevent queuing in the hall.
<p>Breaks</p>	<ul style="list-style-type: none"> ● Handwashing before and after breaks <ul style="list-style-type: none"> ○ Nursery and Reception children have own playgrounds. ○ Use external doors for entry for all year groups. ● Avoid physical contact games where possible ● Large outdoor equipment to be used/ class outdoor play equipment disinfected after each use ● Propose games and activities which comply with social distancing ● During bad weather use the classrooms as per wet play ● Organise and supervise hand washing after breaks before re-integrating the classroom <p>Before the Breaks</p> <ul style="list-style-type: none"> ● Organise and supervise hand washing before breaks <p>During the Breaks</p> <ul style="list-style-type: none"> ● For year groups sharing playground encourage distancing if possible (it is recognised that very young children in the Nursery and Reception cannot be expected to do this) ● Provide face masks and gloves to staff on duty in case of close assistance required ● Ban exchange of personal objects

	<p>After the Breaks</p> <ul style="list-style-type: none"> ● Organise and supervise hand washing after breaks before re-integrating the classroom
<p>Lunch – Packed lunch and school dinners</p>	<ul style="list-style-type: none"> ● Lunchtime rota to enable slightly staggered lunchtimes. ● Nursery children will have lunch at 11.45am and Reception at 11.55am, to allow for less queuing in the hall. Meal-time assistants will supervise throughout. ● No more than 2 classes in hall at any time and tables will be spaced apart to minimise contact - this is especially important with young children when eating, as the risk of saliva transmission is higher. ● Set the tables accordingly – allowing distance between each and children not facing each other when eating. There will be a maximum of 4 children per table at staggered intervals, to avoid face to face eating. ● Allow room for children to line up around the outside of the hall. ● Reduce the movement within the school hall ● Ventilate the hall before, during and after use as much as practically possible ● Hand washing before and after meals – to be supervised ● Clean and sanitise tables and chairs immediately after use – using the recommended food safe cleaning products ● Provide face mask and gloves to Meal Time Assistants – especially when close assistance is required ● In order to minimise movements; <ul style="list-style-type: none"> ○ Water and cups to be available on tables or to be collected with the main meal. ● Remind pupils at the beginning of meal not to share food, water or cutlery ● Provide bins for packed lunch rubbish and dispose of ASAP ● Meal time assistants to move with their assigned children.
<p>Sports and other manual and cultural activities</p>	<p>Sports Activities</p> <ul style="list-style-type: none"> ● Wash hands prior to and after activity ● Reduce contact sports activity ● Avoid contact sports ● PE equipment is likely to be used by very few pupils - disinfect after each use. ● Each day, children will wear plain trainers and jogging bottoms or leggings (in school colours- black or grey) to eliminate the need to change. <p>Other manual or cultural activities</p>

	<ul style="list-style-type: none"> ● Art material to be disinfected after use or kept out of circulation for 72 hours before returning to shared areas. ● Minimise the exchange of material and equipment between pupils wherever possible. ● Library may be used, as there is such a small group of children to begin with. Reading books and library books are to remain in school and are not to be taken home at present. Where it is necessary to take books home, upon their return, they are to remain out of use for a minimum of 72 hours. ● Avoid contact point activities or activity which requires close contact i.e. dance, gymnastics, contact sport.
<p>Staff</p>	<p>Common Rules</p> <ul style="list-style-type: none"> ● No one with any Covid 19 symptoms should be working and should self-isolate ● Staff to use isolation room (Studio Room) if waiting to go home ● Avoid prolonged contact with adults who do not work in the same class ● Face coverings to be worn at all transitional times and in communal areas ● Single use gloves to only be used during meal time, first aid, playtime, caretaking and cleaning – refer to other sections of RA for details ● Attend all school briefing and meetings ● Get briefing from Duty Senior Manager or delegated person before starting day/shift ● Avoid using shared equipment if possible or clean after each use i.e. photocopier, computer... ● Use own equipment i.e. pens, laptops and disinfect regularly ● Avoid large group in shared spaces – staffroom and EYFS Office. Staff to use the main staff room for breaks and lunchtimes to allow for adequate ventilation and social distancing ● Staff to use 'Hedgehogs' Classroom as a temporary staff room to ensure no cross-contamination with TLP Staff ● Repeat Coronavirus guidance regularly to all groups ● Clean and disinfect your place of work and equipment as often as possible i.e. classroom computer, desk and chair. ● Each member of staff to have access to PPE and basic cleaning material and equipment ● Regularly cleanse hands at the start, during the day and at the end of day/shift ● Replenish as required infection control measures in the school such as sanitiser, tissues etc. ● Systematically use the return to work form for any staff coming back from illness – should be done remotely and digitally and prior to return

Reception and admin staff (as above)

- Reduce visitors to absolute minimum and strictly no volunteers
- Interaction with visitors at reception – use the privacy glass
- No sharing of pens and regular disinfection of counter
- Regular checkups from other team members
- Regularly cleaning of hands and work station especially at the start and end of shifts
- Ensure that all building contractors and TLP Staff / Visitors are wearing face coverings prior to entry to the school.

Catering staff

- Special attention to cleaning and disinfection of any surfaces and equipment with food contact
- Wear face mask, single use gloves and aprons during the food prep and service
- Use your own knives as much as possible
- All dirty uniform and laundry to be bagged as soon as the end of the shift for contracted or personal cleaning
- Use of Perspex screen in front of serving hatch (awaiting delivery and installation)

Caretaker

- Use own equipment/tools as much as possible or disinfect before and after each use
- Wear single use gloves at all times and change after each task
- If any task requires more than one individual, the correct procedure (method statement) should be followed and the correct PPE should be used
- Work independently as much as possible
- Clean any surfaces after any contacts – disinfectant wipes or other specialised products
- Wash hands regularly, even if wearing gloves
- Re-evaluation of risks – especially infection – for each tasks taking into considerations the context and environment

Cleaners

- Use own equipment/tools as much as possible or disinfect before and after each use
- Wear single use gloves at all time and change after each tasks
- Wear gloves and face masks to clean and disinfect toilet areas

	<ul style="list-style-type: none"> ● Wear gloves, face masks, aprons and overshoes to clean and disinfect any suspected infected areas ● Work independently as much as possible ● Clean any surfaces after any contacts – disinfectant wipes or other specialised products ● Wash hands regularly, even if wearing gloves ● Re-evaluation of risks – especially infection – for each tasks taking into considerations the context and environment
<p>Other building areas</p>	<p>Staff Room</p> <ul style="list-style-type: none"> ● Minimise contact with other members of staff ● 2m distance must be adhered to and face coverings are to be worn except when eating or drinking ● A small staff, so not necessary to stagger the breaks and lunch times ● No sharing of foods ● Do not eat face to face ● Avoid speaking face to face to avoid saliva droplets ● All cutlery/crockery to be washed immediately after use – hot soapy water or dishwasher ● Clean and sanitise table and chair immediately after use – cleaning product to be made available ● Cover food when using the microwave ● Clean and sanitise food preparation area / counter tops after each individual use <p>Meeting Rooms</p> <ul style="list-style-type: none"> ● Consider meeting virtually if at all possible – even within the same building ● Use school hall if too many staff to be accommodated in the staff room or meeting room ● Avoid seating face to face ● Clean and disinfect table, chairs and equipment before and after use ● Ventilate the room before, during and after use ● Avoid use of paper documents – use digital screen as much as possible ● Provide tissue and hand sanitiser ● Discard of any rubbish immediately after the meeting <p>Offices</p> <ul style="list-style-type: none"> ● Ventilate the room before, during and after use

	<ul style="list-style-type: none"> ● In shared offices – do not seat face to face ● Use own equipment if possible ● Clean and disinfect desk, chairs and equipment before, during after use <p>Meetings with Parents</p> <ul style="list-style-type: none"> ● Avoid face to face meetings if possible – use phone calls or IT meetings ● Meet the family outside applying the 2 metres social distancing if possible, and if not follow the ‘ Meeting Rooms Guidance’ ● Face-coverings must be worn by all adults
Deliveries	<ul style="list-style-type: none"> ● Reduce numbers of deliveries as much as possible ● All non-catering deliveries to be left at main entrance lobbies ● Catering deliveries to be left outside kitchen entrance door – NO DELIVERY DRIVERS SHOULD ENTER THE KITCHEN
Contractors	<ul style="list-style-type: none"> ● Cancel all non-essential visits – refer to Premises Guidance document for details ● Continue to temperature check any contractors coming onto site and ensure they have no symptoms. ● Ensure that all contractors wear face coverings
Suspected Infection	<ul style="list-style-type: none"> ● First Aid staff including those responsible for sending ill pupils home to be briefed on the signs and symptoms and procedure for informing SM (Kate Fairbrother / Lizzy Toon) about concerns of COVID19 infection ● Brief all staff on the signs and symptoms of COVID19 ● Constant monitoring of all pupils and staff during the operating hours ● When and if suspected case; <ul style="list-style-type: none"> ○ Pupils (1 per room) – follow the ISOLATION PROCESS procedure and Premises Guidance – see separate document ○ Staff (1 per room) – follow the ISOLATION PROCESS procedure and Premises Guidance – see separate document <ul style="list-style-type: none"> ➤ Staff with suspected infection - essential workers can apply for you or your household to be tested for COVID-19 through the following link https://self-referral.test-for-coronavirus.service.gov.uk/ ➤ Systematically use the return to work form for any staff coming back from illness – should be done remotely and digitally and prior to return
Managing Confirmed Cases of COVID 19	<p>Any person who has been in close contact with a positive case will be required to isolate for 10 days (new Government Guidance)</p> <p>Close contacts are defined as:</p>

	<ul style="list-style-type: none"> ➤ direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) ➤ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual ➤ travelling in a small vehicle, like a car, with an infected person
Staff shortage	<ul style="list-style-type: none"> ● Use of supply teachers permitted ● Premises staff – catering, cleaning and caretaking – inform school Leaders and TLP Estates Central team
Fire Evacuation Procedures	<ul style="list-style-type: none"> ● Follow agreed Premises Fire Evacuation Procedure ● Caretaker to ensure all fire doors are unlocked and escape routes are clear at all times ● Teaching and support staff to familiarise themselves with the evacuation route/point identified for the room/area they are using

Assessor's Recommendations - Additional Control Measures or Actions

Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible
Pre-opening Premises Checks	Display signage where necessary	03.09.20	TS/ES
Drop-off/pick up	Communicate the drop-off and pick up plan to parents/carers	17.07.20	KF
Classrooms	Teachers arrange furniture in classrooms on INSET – unused furniture placed in spare classrooms.	03.09.20-04.09.20	Class teachers

	Inform parents of changes to uniform, PE kits and other resources/materials	17.07.20	KF
Movement within school	Timings communicated to all staff	03.09.20	KF
Lunchtime	Communicate to staff and catering staff to have an induction	07.09.20	ES
Staff- common rules	Initial meeting to go through risk assessment	07.09.20	KF
	Induction Face coverings made mandatory on school site for all adults, except when in class / workplace bubble	04.11.20	KF
Fire Evacuation Procedures	Check this and make amendments where necessary	04.09.20	EM
Drop off and Pick Up	Congestion to path way near Nursery and Reception – amendments to RA made (28.09.20). Reception children will now be dropped off and collected from the main entrance of the school.	28.09.20	KF/EM/LT/GS
Changes to Self-Isolation Period	Confirm changes from 14 days to 10 days with all staff and parents	18.12.20	KF/ES

Signed: Headteacher/Head of Department:

Date

The outcome of this assessment should be shared with the relevant staff

A copy of the completed assessment to be kept on file and copied to the Health & Safety Co-ordinator