



<b>Department:</b> Falcon Junior School <b>Section/Team:</b> Reopening of schools <b>Location:</b> Falcon Junior School – Modular and BBB Assessor Name: Edward Savage Manager Name: Edward Savage	<b>Assessment Number:</b> 1 <b>Assessment Date:</b> 19/8/2020 <b>Review Date:</b> When required
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What are the hazards?	Who might be harmed and how	Existing Risk controls
<b>Lack of social distancing in the classroom</b> resulting in direct transmission of the virus	Pupils and staff	<ol style="list-style-type: none"> <li>1. Children to be in class bubbles of approximately 30 children.</li> <li>2. Children keep to their desks when in the room. Desks must be set out forward facing in rows.</li> <li>3. Social distancing charter created for and with the children – (Include instructions how to line up, use of toilet, moving around the classroom etc)</li> <li>4. Charter re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance</li> <li>5. Children isolated if cannot adhere to charter and spoken to re the need for social distancing. <b>This is all staff's responsibility.</b></li> <li>6. Lessons planned for individual work (not pairings or group work)</li> <li>7. Feedback – using large whiteboard and interactive whiteboard not close interaction</li> <li>8. Teacher to teach from the front. Any close work with child is to be side on.</li> <li>9. Children to use same desk if returning next day</li> <li>10. Teachers and TAs are assigned to these children and stay with these children throughout the day (<i>and on subsequent days</i>)</li> <li>11. Children stay in the classroom for majority of the day and not mix with other groups</li> <li>12. Year 3, 4 and 5 cloakrooms in classrooms. Year 6 use corridor but with staggered break/lunch. Lunch trollies used.</li> </ol>
<b>Lack of social distancing using toilets and poor hygiene</b> resulting in direct and indirect transmission of the virus	Pupils and staff	<ol style="list-style-type: none"> <li>1. Toilet signing board used (Initials)/pegs and only one child allowed to go to toilet at a time during lesson time.</li> <li>2. Invirtu Hand Sanitiser used after toilet use as well as washing hands.</li> <li>3. Extra Signs in toilet re washing hands.</li> <li>4. Sinks in classroom for additional hand washing.</li> <li>5. Toilet door handles regularly sanitised with Milton.</li> <li>6. All toilets cleaned regularly.</li> <li>7. Extra soap ordered to ensure we do not run out.</li> <li>8. Hand sanitiser available in all classrooms.</li> </ol>
<b>Lack of social distancing waiting to enter classroom in morning</b> resulting in direct transmission of the virus	Pupils and staff	<ol style="list-style-type: none"> <li>1. Markers on playground for the children to wait on, teachers to be outside to show children where to line up.</li> <li>2. Keep left system in place</li> <li>3. Allocated gate for parents to arrive and and leave from. Year 3 and 5 and Year 4 and 6.</li> <li>4. Instructions shared re social distancing between families in the morning with parents and children</li> <li>5. Signage for parents and children displayed outside the classroom</li> <li>6. HT and staff to be on duty to supervise</li> <li>7. Staggered drop off and pick up times</li> </ol>
<b>Lack of social distancing during playtimes and lunchtimes</b>	Pupils	<ol style="list-style-type: none"> <li>1. Staggered playtimes and allocated play areas</li> <li>2. Reduced playtime equipment – hard surfaces and can be easily cleaned</li> <li>3. Milton available to sterilise</li> <li>4. Games discussed which encourage social distancing – football passing, catch etc</li> <li>5. Staff supervision throughout – actively encouraging and</li> </ol>

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resulting in direct transmission of the virus		<ul style="list-style-type: none"> <li>insisting on social distancing</li> <li>6. Box of equipment available – social distancing must be practiced.</li> </ul>
<b>Lack of social distancing when eating lunch</b> resulting in direct transmission of the virus	Pupils	<ul style="list-style-type: none"> <li>1. Children eat in their classrooms.</li> <li>2. Children asked to bring packed lunch.</li> <li>3. Staggered lunchtimes and play.</li> </ul>
<b>Lack of social distancing in the corridors</b> resulting in direct transmission of the virus	Pupils and staff	<ul style="list-style-type: none"> <li>1. Children staying in their classroom and accessing outside via designated exit door.</li> <li>2. One child going to toilet at one time</li> <li>3. Keep left system around the school using walkway and outside – safety concerns</li> <li>4. Agree instructions with children concerning going and returning to toilet</li> <li>5. When moving class around the school – walking, calm and low volume – regular practice this in the first few days</li> </ul>
<b>Contact of shared resources</b> resulting in indirect transmission of the virus	Pupils	<ul style="list-style-type: none"> <li>1. Children provided with stationery packs by the school/children bring own stationery not to shared.</li> <li>2. Tubs of resources for individuals if needed – maths cubes etc</li> <li>3. Resources washed in Milton each night and left to dry if not same person using them the next day</li> <li>4. Tables, door handles and other surfaces cleaned with detergent every night</li> <li>5. Lessons planned so resources are individual and not shared – or on white board</li> <li>6. Resources on tables ready for lesson and not distributed within the lesson</li> <li>7. Plastic packets (zippy) bags used for individual resources</li> <li>8. Children encouraged to wash hands / use hand sanitiser before lessons and after each lesson</li> </ul>
<b>Contact of shared play equipment</b> resulting in indirect transmission of the virus	Pupils	<ul style="list-style-type: none"> <li>1. Box of equipment available for each bubble (tennis racquets, smooth balls, Frisbee, cricket bat, running ladder).</li> <li>2. Equipment must be sterilised after use.</li> <li>3. Hand washing after use.</li> <li>4. Children to devise social distancing games using the equipment.</li> <li>5. Games of catch prohibited</li> <li>6. Clean cricket bat handles/tennis handles after each player has used.</li> <li>7. One bowler – only one person holding the ball.</li> <li>8. Football – non-contact – passing drills.</li> </ul>
<b>Arrangements for children</b>	Pupils	<ul style="list-style-type: none"> <li>1. “Bubble” of children – class of approximately 30.</li> <li>2. Teacher and TAs consistent.</li> <li>3. Small numbers of children to support their emotional need</li> <li>4. 121 time with an adult (County guidance)</li> <li>5. Emotional wellbeing the main priority on reopening.</li> <li>6. Paths and PHSE to support children’s wellbeing.</li> </ul>
<b>Arrangements for staff</b>	Staff	<ul style="list-style-type: none"> <li>1. Plans shared and questions answered</li> <li>2. Input from staff welcomed</li> <li>3. Norfolk Support Line</li> <li>4. Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible</li> <li>5. Staff room available – social distancing considered</li> <li>6. Planned time for planning and preparation within the week esp for those with children in school</li> <li>7. Extremely vulnerable staff (Shielding) work from home</li> <li>8. Screens available in the office/servry.</li> </ul>
<b>Risk of spreading</b>	Pupils and staff	<ul style="list-style-type: none"> <li>1. Facemasks available for first aid and changing is needed.</li> </ul>

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<p><b>virus due to close contact with children – 1:1 and physical intervention</b> resulting in direct transmission of the virus</p>		<ol style="list-style-type: none"> <li>2. Extra disposable aprons ordered</li> <li>3. Extra gloves ordered</li> <li>4. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk</li> <li>5. Please note the Government guidance states “Wearing face coverings or face masks is not recommended”</li> </ol>
<p><b>Risk of spreading virus due to poor hygiene</b> resulting in indirect transmission of the virus</p>	Pupils and staff	<ol style="list-style-type: none"> <li>1. Invirtu Hand Sanitiser inside of all classrooms</li> <li>2. Hand Sanitiser order in large quantities</li> <li>3. Extra soap dispensers and re-fills in each classroom</li> <li>4. Children handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze</li> <li>5. Washing hands posters replaced in all washing areas</li> <li>6. Reminders how to wash hands properly – videos and posters</li> <li>7. Procedure agreed for children to wash hands so thorough hand washing</li> </ol>
<p><b>Risk of infection due to lack of cleaning</b> resulting in indirect transmission of the virus</p>	Pupils and staff	<ol style="list-style-type: none"> <li>1. All surfaces, handles, toilets and shared equipment will be cleaned each day using Milton</li> <li>2. Member of cleaning staff available all day for regular rotation of cleaning duties.</li> <li>3. PPE will be worn by all cleaning staff</li> <li>4. Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission</li> <li>5. Soft furnishings and soft / cloth toys will be removed from use in classrooms</li> <li>6. Cleaners to return to work before the school re-opens</li> </ol>
<p><b>Risk of illness of vulnerable staff and family members</b> through direct and indirect transmission of the virus</p>		<ol style="list-style-type: none"> <li>1. Those who are clinically extremely vulnerable (those who have received a letter from Government or clinician) or living with someone who is clinically extremely vulnerable are to work from home</li> <li>2. Those who are clinically vulnerable –those strongly advised to social distance in the original guidance are to work at home or work in school adhering to strict 2 metre social distancing from colleagues and children. Those living with those that are clinically vulnerable can attend school and work with children or adults adhering to this and other re-opening risk assessments.</li> </ol>
<p><b>Risk of transmission in school office</b> through direct and indirect transmission of the virus</p>		<ol style="list-style-type: none"> <li>1. Keep left system in place for entry and exit for staff in office.</li> <li>2. Office set out for social distancing.</li> <li>3. No hot desking.</li> <li>4. Sanitiser and wipes available.</li> <li>5. Windows and door open and use air conditioner for circulation.</li> <li>6. Keep left system for visitors.</li> <li>7. No entry to office for visitor.</li> <li>8. Clear signage for visitors.</li> <li>9. Phone and email contact advised to reduce footfall.</li> </ol>