

Bourne Partnership Risk Assessment to control the spread of coronavirus (COVID-19) within school - to be read in conjunction with government and KCC guidance										
School	Shipbourne Primary							Date	2/12/20	
Dept/Key Stage	FS to KS2							Review Date	4/1/21	
Task/Activity	Full reopening of school – control of covid-19 Version 2							Authors	R Rule T Daters	
Who is affected?	Staff, pupils, parents, visitors									
Who will monitor?	Head of School – daily checks; weekly staff briefings; termly Executive Head site walks									
Hazard	What we are already doing	S	L	Risk	What further action is required?	S	L	Risk/Pri (R/A/G)		
Transmission resulting in outbreak -Staff, pupils, parents, contractors, visitors										
Up to date guidance and recommended risk control measures sourced from DfE daily update and GOV.UK website.										
Multiple interactions	<ul style="list-style-type: none"> • Class size bubbles – no mixing or changing of group • Midday meal supervisor to maintain social distancing – alert class teacher if extra care is required • Staff and pupils reminded on a daily basis of the importance of social distancing • Separate areas on playground for each bubble • No whole school assembly or church services • No enrichment clubs after school • Admin staff to remain in office • Social distancing (2 metres or 1 metre plus) to be followed by all staff and encouraged with older children where possible – markings in school and on playground to show pupils • Bubble size limited to class groups(15,20,25) • One way system in corridor when busy • Office and staff shared areas capacity based on room size • Limited movement of teachers – 2 staff members only providing PPA cover and interventions • Breakfast and After School Club to be restricted to 12 pupils contained in separate bubbles in zoned areas of hall 	2	3		<ul style="list-style-type: none"> • Local case rate stabilising but Kent in Tier 3 • Reminder of restrictions sent to parents • Testing readily available 	2	3			

	<ul style="list-style-type: none"> • Regular visitors only – EMC, Rev Hayler, one supply teacher, piano teacher paused to 4.11.20 • Infection and transmission rate is increasing locally and nationally with R rate over 1. Staff to wear masks when interacting closer than a 2 metres for more than a few minutes. Adult to adult face to face meetings – masks to be worn Any staff working in more than one bubble to wear masks if indoors • Piano restarting 4.11.20 with social distancing, mask and enhanced cleaning • Local covid rate rising • Twice weekly staff briefings 							
Generalised transmission – raised risk due to increased group size	<ul style="list-style-type: none"> • Handwashing education and supervision • Hands to be washed with soap and running water for 20 seconds on arrival in school and before going home, before and after playtime and lunchtime, after using the toilet and when moving rooms • Sanitising stations for staff and Hampton/Fairlwe children • Clear timetable for handwashing and sanitising • ‘Catch it bin it kill it’ education, reminders including posters, and monitoring • Tissues to be placed in a lidded bin • Contaminated waste to be double bagged and stored for 72 hours before disposal in main bin • Enhanced cleaning of shared spaces with detergent and bleach– break times, lunchtimes and afterschool • Ensure adequate stock of cleaning products, soap, sanitiser, PPE and paper towels through weekly stock take and prompt reordering • Increase incidence and vigilance in Autumn and Winter • Pupils leaving the building for appointments or arriving late to wash hands on departure and arrival taking very little with them • Cloakrooms to be used but belongings kept to a minimum – ensure that children stand away from pegs when lining up • Testing and symptoms guidance shared with staff and parents regularly – protocols followed 	2	3		<ul style="list-style-type: none"> • Local case rate stabilising but Kent in Tier 3 • Reminder of restrictions sent to parents • Testing readily available 	2	3	

<p>Contact with symptomatic person</p>	<ul style="list-style-type: none"> • Regular reviewing of risk assessment and procedures • Infection and transmission rate climbing – testing is slow to obtain leading to up to 4 days wait when asymptomatic spread could be occurring – reviewing isolation protocols if this continues • If a child spits at another, action immediate cleaning with antimicrobial gel/soap and water, inform both parents, record in behaviour file and inform head of school. Behaviour sanctions to follow as appropriate. • Staff alert to symptoms • Staff training on September INSET day • Parents reminded to be alert to symptoms • Guidance and protocols reviewed and shared with parents regularly • Staff trained in correct use of PPE – stocks checked regularly • Stay at home and seek test if symptoms present outside of school https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection • Written record of all symptomatic people with test outcome • If symptoms present in school, person to don a mask and be isolated in well-ventilated designated room with own sink and toilet access until they can be collected. If adult, close door, if pupil leave door open and adult wearing PPE to supervise from corridor. Call 999 if seriously ill / risk to life • Call parents and ask them to collect child asap, explaining that a test will be needed as well as entire household isolation pending results • Send home with test or give clear instructions how to access test – instruct not to go to GP or hospital https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/ • Alert DfE 08000468687 opt 1 • Follow advice quickly and carefully 	2	2		<ul style="list-style-type: none"> • Local covid rate stabilising but Kent in Tier 3 – regular reminders to parents • Testing capacity improved • Twice weekly staff briefings 	2	2	
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	<ul style="list-style-type: none"> • All surfaces that person has come into significant contact with must be thoroughly cleaned with a disposable cloth and disinfectant including: • All surfaces and objects visibly contaminated with body fluids • All potentially contaminated high-contact areas such as toilets, door handles, tablets, laptops, desks, telephones etc. • Contaminated waste to be double bagged and stored for 72 hours before disposal in main bin • Engage fully with NHS test and trace process 						
<p>Contact with contaminated surface – raised by virus presenting asymptotically</p>	<ul style="list-style-type: none"> • Classroom spaces to be cleared of unnecessary furniture and resources • Personal stationery supply • No moving desks – designated spaces kept according to room plan • Shared resources planned daily and cleaned where possible between each use but otherwise at playtime, lunchtime and at the end of the day • Regular handwashing including before and after using shared resources, on arrival and departure and when moving rooms • Doors and windows to be kept open until it is too cold to do so to ensure good ventilation and reduce contact points • Lights to be left on (or off) – to reduce contact points • High contact points in toilets to be cleaned twice a day • Hands to be washed after handling packages received eg. parcel, school meal containers • Reading books to be ‘quarantined’ for 48 hours, if they cannot be cleaned, between users • Any resources moving between bubbles to be meticulously cleaned between use or quarantined for 48 hours (72 hours for plastic) • Books to be marked in school where possible. • Laminated covers on books to be wiped down prior to use and hands to be washed before and after marking 	2	1		<ul style="list-style-type: none"> • Evidence emerging that greatest risk is via airborne transmission 	2	1

Visitors mixing with bubbles raising contamination risk	<ul style="list-style-type: none"> • Limit visitors to supply teacher, EMC coach, Rev Hayler, one supply teacher • Share risk assessment and routines on arrival and regularly remind • Ensure handwashing and sanitisation occurs on arrival and departure and regularly in between • Ensure 2m + distancing • Piano begins 4th November – 2 metre distance, mask worn by tutor, piano wiped between pupils • Steps in Time planned for but with tight covid security – limit movement of facilitators within building. 	2	1		<ul style="list-style-type: none"> • Any staff working in more than one bubble to wear masks if indoors • Parent tours in December. We deem these tours to be necessary as we need to ensure a full intake in September 2021; the impact on our school income would otherwise be reduced thus affecting provision for all. <ul style="list-style-type: none"> • No more than 4 individuals • 1 person per household • Masks and hand gel on arrival at gate • Collect contact details • Outdoors only • 2 metre distancing between individuals 	2	1	
Parent and group gatherings	<ul style="list-style-type: none"> • Staggered drop off and pick up times for each bubble • No parents on site unless invited for an important meeting • Drop off zone to discourage parking and staying • 2 metre queuing spaces marked on pavement • Parent asked to return to parked cars as soon as possible • No group events including church services or assemblies – fireworks to be reviewed by end of September <ul style="list-style-type: none"> • Parents to wear face masks on site • Staff to wear face masks in staff meetings • Adult face to face meetings limited – wear masks, well ventilated room, reduce movement, clean contact surfaces 	2	1			2	1	
Road traffic accident	<ul style="list-style-type: none"> • Drop off zone marked with cones • Parking in Back Lane layby or alongside houses 	2	2		<ul style="list-style-type: none"> • Speed awareness signage added • KCC written to via MP 	2	2	

	<ul style="list-style-type: none"> • SLT supervising and moving cars on quickly • Staggered drop off and pick up for each bubble to reduce congestion • No pulling into zig-zags • Voluntary one way system: entering from Stumble Hill and exiting via Common – no turning • Reverse parking into layby • Cones no longer necessary as routine is familiar – ready to re-implement if necessary 				<ul style="list-style-type: none"> • Monitoring by council completed late November – awaiting response 			
Contact within bubbles	<ul style="list-style-type: none"> • 2 metre distancing between pupils not possible with increased numbers – mitigated as below • Desks to be placed in rows all facing the front • Desk partners not to be swapped unless vital and never during a working day prior to evening clean • Teacher to maintain 2 metre distance where possible or if 1-2 metres for no more than 15 minutes. Face masks for prolonged contact less than 2 metres • Desk plan with all resources kept in personal trays and pupils seated in same place every day • Keep room ventilated • Infection and transmission rate is increasing locally and nationally with R rate over 1. Staff to wear masks when interacting closer than a 2 metres for more than a few minutes. Adult to adult face to face meetings – masks to be worn • All visitors (limited to selected few) to wear face masks, maintain 2 metre + distance and limit movement • Infection and transmission rate climbing – testing is slow to obtain leading to up to 4 days wait when asymptomatic spread could be occurring – reviewing isolation protocols if this continues 	2	3		<ul style="list-style-type: none"> • Covid rate stabilising • Testing capacity improved • Any adult working with more than one bubble or more than one school to wear a mask indoors 	2	3	
Contact between bubbles (staff and pupils)	<ul style="list-style-type: none"> • Limited and rare for pupils • Staff to maintain a 2 metre distance from each other • Adults to wear face masks for direct and prolonged contact • Staff meeting time limited and prioritised • Shared staff to maintain a 2 metre distance at all times • Staff room capacity 2 people 	2	1		<ul style="list-style-type: none"> • Any adult working with more than one bubble or more than one school to wear a mask indoors • Hampton and Tinley rehearsing Nativity on limited occasions with plenty of space between classes – this is same at lunch time so same 	2	1	

	<ul style="list-style-type: none"> • No face to face external CPD • No visiting other schools • 2 staff only to provide PPA and interventions maintaining a 2 metre distance at all times • Staff meetings fortnightly and prioritised – masks • No other staff gatherings • Year 6 buddies only walking new pupils to class door 				children are together – no new mixing and time limited. Doors open at all times.			
Shared use of toilet leading to contamination	<ul style="list-style-type: none"> • 2 times a day cleaning of contact points and shared surfaces with disinfectant • Rota for group's use • Thorough and supervised handwashing • Only 3 people in room at a time 	2	2			2	2	
Shared spaces – lunch time and break time	<ul style="list-style-type: none"> • Playground zoned with cones and tape – class bubbles stay in own zone for every session • Two staff on duty outside helping to ensure all rules are followed • Change zones post weekend only. • School meals for UFSM and FSM pupils only • Bubble sittings in school hall with cleaning of surfaces in between • Hand sanitise before and after cutting food – adults only, no pupil assistance • 2 metre distancing enforced • Limit adult assistance eg. No opening food packages or cutting up food • First aid policy annex • Resources for each bubble planned and sharing limited <ul style="list-style-type: none"> • Cleaned after every use and between bubble use (quarantine 48/72hours as above if required) <p>Shared lunch space but with 2 metre gap between bubbles. Two sittings with cleaning in between Extend school dinners for all from end September</p> <ul style="list-style-type: none"> • Midday supervisor to wear mask indoors 	2	1		<ul style="list-style-type: none"> • Christmas lunch – class groups only with cleaning in between. Disposable cutlery and plates. Gloves to be worn for serving and tidying away. 	2	1	
Wet play procedures – includes impact on staff wellbeing	<ul style="list-style-type: none"> • Class bubbles to stay in own spaces with dedicated adult/s • Shared equipment to be planned and cleaned between use – limit regular sharing and ensure hand washing 	2	2		Review staffing if frequency of wet play increases	2	2	

Shared meal provision	<ul style="list-style-type: none"> • Shared lunch space but with 2 metre gap between bubbles. Two sittings with cleaning in between • Midday meal supervisor only to supervise school dinners – wearing apron • Hall seating plan to ensure social distancing as this is a higher risk activity • Limit talking when eating • Limit staff cutting pupils food – sanitise hands before and after • Follow caterers risk assessment and ensure external staff follow it including wearing of gloves and apron 	2	2			2	2	
PE provision – raised risk when exercising	<ul style="list-style-type: none"> • Coach to maintain 2 metre distance from pupils • Pupils to maintain 2 metre distance from each other where possible • No contact sport • Personal fitness focus • PE kits to be washed at the end of every week • No after school sports club • Resources to be cleaned between classes • Sharing of hand held resources minimised • Pupils to wash hands before and after sessions • First aid to be provided by class teachers • Outside unless weather is very poor then use hall or classrooms for seated/table based activity. No general moving around the room/from one table to the next. Tables to be wiped between uses. • Coaches to wear masks if teaching indoors 	2	2		•	2	2	
First aid raised risk of transmission	<ul style="list-style-type: none"> • Clear first aid policy in place with Covid annex • Gloves, masks and aprons available • Advise self-administration from a distance • PPE if contact to be made • PPE donning and doffing training and regular reminders – poster on display • Regular stock takes and prompt reordering to ensure supplies are available • Plenty of trained first aiders so that class teachers can administer first aid to their class wherever possible 	2	1		• Regular review	2	1	

	<ul style="list-style-type: none"> Review regularly with first aiders Extensive record keeping Training review September INSET 3 staff refresher course with Covid updates completed Sept. 1 in Oct. 						
<p>Capacity of school – classroom spaces will be full raising risk of transmission from current starting point. Hampton particularly small space.</p>	<p>Fairlawne – 24 Hampton – 20 Tinley – 14 Hall – 20 Total 58 pupils</p> <ul style="list-style-type: none"> Windows and doors to remain open until it becomes too cold. Heating to stay off if possible. Staff to strictly maintain 2 metre distance or 1 + for very limited time. Very little pupil movement. Adult face masks for direct prolonged contact NB. Movement and group size (15,20,25) increased, with no reduced room capacity but reassurance from government that risk of transmission will be lower in September Review capacity of rooms if transmission or incidence rate of Covid 19 rises locally Staff room to be reinstated for tea and coffee making but capacity set at 2 people. Infection and transmission rate is increasing locally and nationally with R rate over 1. Staff to wear masks when interacting closer than a 2 metres for more than a few minutes or working in more than one class bubble . Adult to adult face to face meetings – masks to be worn Now temperatures are dropping – external doors to be closed. Windows to be opened. When rooms become too cold to work in (under 17 degrees, begin to introduce heating set at 18/19 degrees and monitor. Adjust timings on thermostats accordingly if cold or hot spots arise. Windows and inner doors to remain open to allow some circulation of air. External doors open at playtime and lunchtime to freshen room unless temperatures are under approx. 8 degrees outside. 	2	3		<ul style="list-style-type: none"> Infection rate stabilising – Kent in tier 3 	2	3

Breakfast and After school club – mixing of bubbles	<ul style="list-style-type: none"> Hall to be split into zones for each bubble No more than 12 pupils a session Limit variation of group structure each day (ie. total number of children attending across any week) Children to sit in designated spaces Tables to be cleaned before and after use Minimal sharing of resources within bubbles, controlled sharing between bubbles with appropriate cleaning and 48/72 hour quarantining Food to be served by adult wearing gloves, mask and apron and taken to pupils spaces 	2	2		Regular review	2	2	
Business Continuity: reduced provision - pupils, parents and staff								
Site safety and compliance duties not met	<ul style="list-style-type: none"> Maintain schedule/annual planner and keep up to date - Fire alarm testing, Escape route checks, fire extinguisher check, legionella testing, flushing, emergency lighting tests, boiler and heating service and repair Complete work identified in Legionella survey and adhere to Brodex 6 month monitoring checks Heating to be kept off until it is too cold Hot water to be turned on a week prior to return. Ensure thorough end of the day locking of all doors and windows. Regularly review and practice fire drill and lockdown drill 	1	1		Maintain programme over all holidays and closures	1	1	
Site security – doors kept open	<ul style="list-style-type: none"> Vigilance from each class and central office Gates locked and regularly checked – double gate onto playground 	3	1		Continue to regularly practice lockdown drill 1 pupil safety plan in place	3	1	
Capacity of school – classroom spaces will be full	<ul style="list-style-type: none"> Fairlawne – 24 Hampton – 20 Tinley – 15 Hall – 20 at any one time 59 children in total NB. Movement and group size (15,20,25) increased, with no reduced room capacity but reassurance from government that risk of transmission will be lower in September Review capacity of rooms if transmission of incidence rate of Covid 19 rises locally 	2	3		Infection rate stabilising – Kent in tier 3	2	3	

	<ul style="list-style-type: none"> Infection and transmission rate is increasing locally and nationally with R rate over 1. Staff to wear masks when interacting closer than a 2 metres for more than a few minutes or when working in more than one class bubble. Adult to adult face to face meetings – masks to be worn 							
Reduced staffing due to illness or isolation limits curriculum delivery	<ul style="list-style-type: none"> No clinically vulnerable staff Only admin staff live with a clinically vulnerable family member Supply teacher registered with school Part-time staff members willing to provide cover 	1	1		<ul style="list-style-type: none"> 2 incidents of self-isolation of staff. Systems working well with low impact on general well-being. 	1	1	
Closure of a bubble or whole school limits curriculum delivery Pupils who are isolating fall behind	<ul style="list-style-type: none"> Contingency planning in place Blended learning planning Use of well tested online platforms also used in school so that children are familiar with them Regular communication via phone call Facebook, Teams and class/SLT emails Regular pupil wellbeing meetings between staff and parents 	2	2			2	2	
The impact of historic and future school closure impacts progress and wellbeing of vulnerable pupils	<ul style="list-style-type: none"> Regular contact maintained via phone call Facebook, Teams and class/SLT emails High quality planning sent home Use of high quality online platforms Wellbeing team – action planning Careful assessment in term 1 Careful planning and allocation of catch up funding – 1:1 or small group tuition; bespoke home learning; curriculum and planning adjustment 	2	2			2	2	
Staff Wellbeing – impact on individual, other staff and pupils								
Trauma experienced by Staff who suffer a bereavement, have been very unwell or are supporting someone else in this situation	<ul style="list-style-type: none"> Regular contact by telephone/what's app and face to face where appropriate Bereavement and loss e-learning 'Open door' policy Termly issuing of staff wellbeing questionnaire 	3	2		Specific bereavement counselling Reduced hours Consider pressures of role Rev. Hayler – support/chaplaincy Supervision If felt helpful	2	2	
Increased workload due to supervision at lunchtime and during wet play	<ul style="list-style-type: none"> Carefully planned rotas PPA and release time schedule 	3	2			2	1	

	<ul style="list-style-type: none"> • Shorter working day once a week • Staff meetings once a fortnight to provide extra time to PPA and liaison/personal research 							
Demands of teaching timetable fulltime to whole class whilst adhering to all new rules and routines	<ul style="list-style-type: none"> • What's App group • Planning guidelines • Use of online packages and resources • Clear communication with parents over what they can expect • Careful timetabling taking note of staff hours, number of year groups, mix of home and school learning • Signposting to official support • Assign mentors • Supervision if felt to be helpful • 'Open door' policy • HoS in touch with all staff • Staff questionnaires • Staff wellbeing lead • Governor monitoring 	2	4		<ul style="list-style-type: none"> • Monitor as situation changes • Demands of teaching accountability increasing as gaps are realised and regular targets are reinstated • Some pupil isolation required and likely to increase adding to burden • Full remote learning policy in place and agreed by staff • Time given to create workable timetables and train to use Teams • Wellbeing and workload remains a risk if school closes or incidence of self-isolation increases 	2	3	
Planning for and delivering possible blended learning		2	4			2	2	
Continued demands from home -eg children not in school, change of financial stability, supporting parents or wider family		2	4			2	2	
Reduction in leisure time or activity due to continued social restrictions		2	4			2	2	
Reduced face to face contact with each other	<ul style="list-style-type: none"> • What's App group • Regular emails • Use of outdoor spaces whilst adhering to all social distancing protocols • Staff tea, coffee, cake, fruit and meals • SLT always present • Line manager • Head of school • Weekly staff meeting discussion • Review and reissuing of wellbeing questionnaires 	2	4		Continue	1	2	
Demands of emails and contact from parents	<ul style="list-style-type: none"> • 'Office hours' only • Class email addresses not personal email addresses 	2	2		Class email accounts paused but will be restarted if bubble/school closes	2	2	

	<ul style="list-style-type: none"> • Head teacher contact for demands beyond daily learning • Regular whole school contact with parents • Set out of office auto replies • 11+ specific contact to relevant parents from HoS • Timetabled opportunities for parents to discuss concerns – virtual ‘drop-in’ sessions • HoS to check class email accounts periodically • Weekly staff discussion 							
Burden from concerns over specific children	<ul style="list-style-type: none"> • SENCo/HoS phone calls • Specific transition provision for key year 6 pupils • Safeguarding webinar • E-learning • DSL involvement and monitoring – weekly phone calls to key children • Open channels of communication • Remind staff of safeguarding responsibilities and update on reporting methods if required • Share the load • Maintain positive parent communication and provide support • Safeguarding supervisor • DSL • SENCo monitoring • Referrals where required 	2	4		<ul style="list-style-type: none"> • Monitor as situation changes • Demands of teaching accountability increasing as gaps are realised and regular targets are reinstated • Some pupil isolation required and likely to increase 	2	3	
Lack of control over decisions	<ul style="list-style-type: none"> • Regular communication • Staff liaison • Encourage less speculation • Read wisely – avoid false/exaggerated news reports • Involve all in discussions and explain decisions • Encourage wise thinking – do not react immediately • Line manager • Head of school • Weekly staff meeting discussion • Review and reissuing of wellbeing questionnaires 	1	2			1	2	
Regularity of government directive and associated change		1	2			1	2	

Specific demands on leadership team and lack of support network / sense of isolation plus demands of accountability eg. LEA, OFSTED, parents	<ul style="list-style-type: none"> Regular phone calls Weekly Teams meetings Collaboration <ul style="list-style-type: none"> Office hours' defined and adhered to Use of SIP from LEA Careful action planning Governors to continue liaison with SLT Governors to focus monitoring on reasonable areas / timeframe Executive head to monitor SLT wellbeing	2	2		<ul style="list-style-type: none"> Situation worsening as winter approaches and schools now fully open. Delegate and share load Accountability for school performance raised due to reinstatement of Ofsted and associated targets 	2	3	

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury/damage, lost time business interruption, disablement)
5. Very High (fatality/business closure)

Likelihood
1. Improbable/very unlikely
2. Unlikely
3. Even chance/may happen

RISK/PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible

4. Likely
5. Almost certain/imminent

6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so