



Alvechurch C of E Middle School COVID-19 Risk Assessment

Location / Site	Alvechurch C of E Middle School
Activity / Procedure	Return to School following COVID-19
Assessment date	08/07/2020 – in line with full opening of schools guidance published 02/07/2020 Reviewed – 1/9/20 Reviewed – 1/10/20 Reviewed – 1/11/20

Identify people at risk	
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

Introduction and Core Aim

This risk assessment sets out the actions Alvechurch C of E Middle School will take to minimise the risk of coronavirus (Covid-19) in their school. It will be reviewed and updated in line with new guidance released from the government and Public Health England.

Key considerations taken from the 'Guidance for full opening: schools'

- Given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school.
- All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.
- Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. The government, recognise this is not likely to be possible with younger children and teachers in primary schools can still work across groups if that is needed to enable a full educational offer.
- Movement around the school site should be kept to a minimum.
- Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.

The following 'System of Controls' must be in place in Alvechurch C of E Middle School all the time:

- Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- Clean hands thoroughly more often than usual
- Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach



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- Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.

It is essential every staff member takes full responsibility for the implementation of this risk assessment, thereby minimising the risk of transmission of coronavirus (Covid-19). [Click here to access the full 'Guidance for full opening: schools'](#).

Blue texts are control measures from Government Guidance – Guidance for full opening: schools
2nd July
2020

RISK ASSESSMENT CONTENTS

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2. Lack of social distancing in the classroom
3. Lack of social distancing and using poor hygiene in the toilets
4. Lack of social distancing during playtimes and lunchtimes
5. Lack of social distancing when eating lunch
6. Lack of social distancing while moving around school
7. Contact with shared resources
8. Medical needs, First Aid
9. Emotional distress of children
10. Emotional distress of staff
11. Risk of spreading virus due to close contact with children – SEND, 1:1 and restraint
12. Risk of infection due to poor hygiene
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15. Risk of spreading virus due to peripatetic teacher and supply teachers
16. Risk of spreading virus due to someone displaying COVID symptoms
17. Lack of social distancing in the admin area
18. Fire safety procedures posing a higher infection transmission risk.



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Identify hazard			
1. Lack of social distancing at drop off in morning and collection in afternoon resulting in direct transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<ol style="list-style-type: none"> 1. Extended drop off and staggered exit times for different year groups 2. Increased entrances for pupils to arrive and leave from, using one-way system 3. Instructions shared and signage for parents and children about social distancing 4. All children to use hand sanitiser when entering the school 5. SLT and all available TAs to be on duty to supervise drop off/collections 6. Pupils to use external entrances to classrooms where possible and no congregation outside prior to school start 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Identify hazard			
2. Lack of social distancing in the classroom resulting in direct transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<ol style="list-style-type: none"> 1. Remove excess furniture to increase space 2. Social distancing charter created for and with the children - include instructions how to line up, use of toilet, moving around the classroom etc 3. Charter re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence and reminders for non-compliance 4. Lessons planned for individual work, limit paired or group work. 5. Feedback – using large whiteboard and visualizer and interactive whiteboard, not close interaction 6. An area marked out for the teacher and a visitor – 2m distancing at front of room 7. Children to use same desk and this will be labelled with child's initials. 8. Pupils not to use locker areas to avoid crowding 9. Where support staff need to work closely with a child (i.e. less than 2m) then they are encouraged to wear a visor and/or face covering 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE



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Identify hazard			
3. Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<ol style="list-style-type: none"> 1. Only one child allowed to go to the toilet at a time 2. Allocated toilets for different classes of children 3. In class, hand cleaning station with gel/sanitiser to be used upon return to classroom 4. Extra signs in toilet re washing hands 5. Extra soap ordered to ensure we do not run out 6. Children must be encouraged to wash their hands thoroughly after visiting the toilet 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard			
4. Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
List your control measures required to reduce risk – add appropriate detail about the type and location of controls			
<ol style="list-style-type: none"> 1. Staggered break times and lunchtimes 2. Year groups of children to play in designated areas, no mixing with other groups 3. Staff to remind children of social distancing measures before going out at playtime 4. Handwashing/sanitising after break time 5. Close supervision of year group by adult on duty, active encouragement/reminders about social distancing as necessary 6. One-way system out of class/return to class to avoid proximity to other class groups with different exits and entrances for each year group 7. Pre-teaching of acceptable break time games 8. Reduced playtime equipment – hard surfaces and can be easily cleaned 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE



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Identify hazard			
5. Lack of social distancing when eating lunch resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
1. Staggered lunchtimes 2. Washing/sanitising hands before meal. 3. Year groups allocated to set hall for eating 4. Seating plan to be implemented to ensure consistently low mixing of pupils in indoor space 5. Increased table space to enable pupils to be spread out as much as possible 6. Tables to be cleaned before and after eating and between sittings			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard			
6. Lack of social distancing while moving around school resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
1. Children to access the playground from their classroom door 2. Only one child going to toilet at one time, agree instructions with children concerning going and returning to toilet 3. One-way system around the school using walkway and outside 4. When moving class around the school, children to be encouraged to stay 1m plus apart. 5. Adults to maintain a 2metre distance when possible from the children 6. Avoid close face to face contact 7. Face coverings deemed not to be required in corridors; may be worn if pupils or staff choose but not in classrooms by pupils.			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE



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Identify hazard			
7. Contact of shared resources resulting in indirect transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<ol style="list-style-type: none"> 1. Children encouraged to bring own equipment (and not share) or to be given their own pencil etc to use in class if essential 2. All touch points cleaned continuously throughout the day. Doors that are in regular use to be wedged open to reduce contact if fire safety allows 3. Tables, door handles and other surfaces cleaned thoroughly every night 4. Lessons planned so resources are individual and not shared where possible 5. Resources on tables ready for lesson and not distributed within the lesson 6. Children to wash hands / use hand gel regularly 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard			
8. First Aid and Medical Needs			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<ol style="list-style-type: none"> 1. Continue with school procedure for First Aid 2. Wear gloves when dealing with any first aid issues 3. Gloves/aprons/face masks to be available where a 2m distance cannot be maintained 4. All staff that have had close contact with child due to illness/injury to be recorded in first aid book for contact tracing 5. For any significant medical issue, contact parents for child to be collected 6. Children with medical needs should be able to self-administer their medication with adult supervision, staff should not be administering medication 7. Staff should wear gloves, face masks and apron to carry out personal care needs 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE



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Identify hazard			
9. Emotional distress of the children			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<ol style="list-style-type: none"> 1. If children, particularly young and vulnerable learners, are distressed upon entry to school, additional resources will be used as appropriate and access to services if needed 2. Vulnerable children to have access to class teacher and TAs if possible 3. Increase in PSHE curriculum to be delivered for first term to support children's well-being 4. Pupils will receive early lessons to explain the new systems that are in place. 5. There will be an increased accessibility to the pastoral support and DSL 6. Clear routines and boundaries established on day one and reinforced after this 			
Remaining level of risk			
Consider level of risk following use of control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard			
10. Emotional distress of the staff – including anxiety			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<ol style="list-style-type: none"> 1. Inclusion in risk assessment process – input into hazard identification and control measures 2. Staff meeting to discuss concerns and shared control measures 3. Risk assessments reviewed fortnightly after that – this is flexible 4. Designated “staff areas” for different groups of staff – maybe rota for same area if needed 5. Extremely vulnerable staff (Shielding) work from home 6. All staff are provided with the educational support partnership free helpline phone number 			
Remaining level of risk			
Consider level of risk following use of control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE



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Identify hazard			
11. Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<ol style="list-style-type: none">1. Individual risk assessments for children known to need physical intervention or who grab, bite or spit2. School may need to seek expert guidance from special schools re support for children with behaviour difficulties – that might need restraint and display spitting, biting etc3. Small supply of PPE available for adults working with high risk pupils4. Pupils showing symptoms to be isolated in school, cared for by one adult with PPE and maintaining 2m social distance until collected by family member5. PPE kit available6. Reduced timetable will be implemented if children are acting in a way where staff and/or others are put at risk. A continuation of these issues will result in exclusion <p>NB: Government guidance states “Wearing face coverings or face masks is not recommended”</p>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE



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<u>Identify hazard</u>			
12. Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> 1. Effective handwashing routines - children hand wash or use hand gel on entry to school, after break, before after lunch, leaving school, using the toilet and any time they cough or sneeze 2. Handwashing stations in break out areas with hand gel dispenser available in classrooms, hand gel to be ordered in large quantities. 3. Extra soap dispensers and re-fills available 4. Hand washing posters in place in all washing areas 5. Children taught and reminded about how to wash hands properly – videos and posters. Procedure agreed for children to wash hands for 20 seconds so thorough hand washing is the norm 			
Remaining level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>			
13. Risk of infection due to lack of cleaning resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
List your control measures required to reduce risk – add appropriate detail about the type and location of controls			
<ol style="list-style-type: none"> 1. Prop open doors to avoid touching, where it is safe to do so 2. All touchpoints to be cleaned regularly during the day with extended cleaning staff 3. All surfaces, handles, toilets and internal glass will be cleaned each day, bins emptied more frequently 4. Soft furnishings and soft / cloth toys will be removed from all classrooms 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE



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Identify hazard			
14. Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<ol style="list-style-type: none"> Anyone with symptoms of COVID-19, should follow PHE guidelines 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 follow PHE guidelines, may choose to wear face mask if desired If a member of staff becomes ill during the course of the day, contact SLT immediately and they will follow PHE and government guidelines 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard			
Hygiene and Cleaning			
15. Risk of spreading virus due to peripatetic teacher and supply teachers resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<ol style="list-style-type: none"> No peripatetic music lessons will take place in school in the Autumn term Supply teachers can be used where needed. We will use the same supply teacher from a small select group in the case of absence of teachers Peripatetic teachers will be expected to comply with the school risk assessment when they are allowed to return 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE



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Identify hazard		Infection control	
16. Risk of spreading virus due to someone displaying COVID symptoms resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<ol style="list-style-type: none"> 1. If it is a staff member, they will be sent home immediately and advised to follow PHE guidelines 2. If it is a child, they will be isolated in the medical room and any staff having contact with them that cannot maintain a 2m distance will wear PPE. The parent will be called immediately. If the child needs the toilet, they will use the visitor toilet and then this will be disinfected after use 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Infection control	
17. Risk of transmission due to lack of ventilation			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<ol style="list-style-type: none"> 1. All windows and doors to be kept open whenever possible 2. Follow local WCF guidance and national DfE guidance on ventilating classrooms 3. If too cold then take appropriate measures such as: <ul style="list-style-type: none"> - Close windows so they are only slightly ajar to maintain some breeze - Keep high level windows open - Keep heating turned up - Open windows when classroom is unoccupied - Allow pupils to wear appropriate extra layers 			
Remaining level of risk			



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HIGH	MEDIUM	LOW	NEGLIGIBLE
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ADMIN AREA RISK ASSESSMENT

Identify hazard			
18. Lack of social distancing in the admin area resulting in direct transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<ol style="list-style-type: none">1. Parents and visitors will not be able to access the admin area. Meetings will need to be organised via email/ telephone where possible2. Tape outlines a safe distance from the main desk3. Hand sanitiser to be used4. Touch points to be cleaned regularly5. Wipes/ gloves to be ordered for cleaning packages from deliveries before they are opened and used6. Admin staff only to be in office, unless an emergency7. Contact with office staff to be done via email, phone or in corridor with social distancing in place8. Only one person to be using the photocopying room or stock room at any time			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE



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Identify hazard			
19. Fire safety procedures posing a higher infection transmission risk.			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<ol style="list-style-type: none">1. Fire doors in the corridor to be wedged open to reduce contact from multiple pupils and staff members, this will also increase ventilation in the building2. Designated fire wardens will be on hand to immediately close fire doors and class doors in their specified areas. DSn and VR to monitor closing of doors in school (DSn downstairs, VR upstairs)3. Fire wardens to immediately vacate building once fire doors have been closed4. Each class to continue to take medical box and laminated register containing names of children within each bubble5. LRH to monitor lists of pupils and staff that are present during fire drills/alarms			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

OVERALL level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Assessor's comments			
Updated 8/10/20			

Name of assessor	Signature of assessor	Date

Manager's comments

Name of manager	Signature of manager	Date

Risk assessment reviews	Health and Safety officer within school (D Snell) will conduct
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regular review this risk assessment and liaise with BAM staff to ensure implementation of these and any new measures that are deemed necessary to provide the safest environment for staff and pupils.

Other Changes to the normal school routine

- ✓ Staggered starts, finishes, break and lunchtimes – see appendix 1. This allows all staff to have a break where needed and minimises children's bubbles mixing
- ✓ Staffroom – staff to be encouraged to avoid gatherings and maintain a 2m distance at all times, use their own cutlery and cups/mugs where possible
- ✓ A health and safety staff member appointed