



WOBURN LOWER SCHOOL RISK ASSESSMENT

RETURN TO SCHOOL MARCH 2021

Pupils arriving/departing school					
Hazard		Assessment of risk			
No.	Type	Low	Med	Med to High	High
1.	Congestion at pick up/drop off times leads to lack of social distancing and possible spread of infection			X	

ACTIONS TAKEN TO REDUCE THE RISKS

Also see risk assessment for Heritage Centre and before and after school club risk assessments

- Most entry through the Heritage Centre
- Staggered times for entry and exit:
 - EYFS entry via Heritage Centre at 8.45, exit via Heritage Centre at 3.15. Mrs Black to be at the gate to welcome children. Miss Taylor to be in EYFS classroom to welcome children.
 - Key Stage 1 entry via Heritage Centre at 8.55, exit via Heritage Centre at 3.25. Miss Freeman to be at the gate to welcome children. Miss Borthwick/Mrs Bartlett to welcome children in the classroom.
 - Key Stage 2 entry via Heritage Centre at 9.05, exit via Heritage Centre at 3.35. Mrs Grant to welcome children and guide them to the staircase to the classroom. Miss Garry to welcome children in the classroom.
 - Key Stage 1 child with an EHCP to enter via the main road entrance (Blue door) at 8.55. Mrs Bartlett/ Miss Borthwick to guide child to classroom and wait there for rest of class. Exit for this child will also be through the main road entrance.
 - All siblings to enter school at the time of the younger sibling, they will be taken to this class and then directed to their own class when there is a member of staff in their classroom.
- All siblings to leave school at the time of the older sibling. Younger children will wait in their class/the playground, under supervision. until it is time to leave through the Heritage Centre

- Parents have received home school agreements asking them to social distance, leave site as soon as they have dropped off children and to wear masks
- Staff will be wearing masks at the gate during pick up and drop off times

Social Distancing around the school

Hazard		Assessment of risk			
No.	Type	Low	Med	Med to High	High
1.	Lack of social distancing around the school leads to possible spread of infection			X	

ACTIONS TAKEN TO REDUCE THE RISKS

- All adults will adhere to social distancing of 1 – 2 metres between themselves and other adults
- All adults will remind children of social distancing rules and will adhere to these as much as possible
- Classrooms have been cleared as much as possible to enable space
- Groups will be taught separately – EYFS will be one bubble of ten children. Key Stage 1 and Key Stage 2 children will be one bubble of 46 children and will therefore meet up for playtimes and lunches.
- The two upstairs classes will use separate staircases to reach their classroom
- Assemblies will be held in individual year groups and whole school events will be cancelled
- Parents will not be given access to the school unless by prior appointment (and entry to the site cannot be avoided) or in the case of an emergency
- Entry and exit from the school will be staggered
- All classrooms to be kept as well ventilated as possible and outside learning and play to be carried out as much as possible

Hygiene

Hazard		Assessment of risk			
No.	Type	Low	Med	Med to High	High
1.	Lack of cleaning around the school leads to possible spread of infection			X	

ACTIONS TAKEN TO REDUCE THE RISKS

Also see **Cleaning Procedures document**

- Anti-bacterial Hand Gel dispenser and hand washing facilities in all classrooms and the hall
- Anti-bacterial Hand Gel dispensers also available in the entrance hall, staffroom and next to the photocopier – signs remind staff to use hand sanitizer before they touch any equipment
- Children to wash hands:
 - When arriving in the classroom
 - After going to the toilet
 - After playtimes and PE times
 - Before and after lunch and snacks
 - After sneezing, blowing nose, when member of staff deems necessary
 - Before leaving school
- Handwashing PHSE lessons and videos and regular reminders
- Washing hands posters in all washing areas
- Soap dispensers and refills kept in each classroom and the hall
- Soap dispensers in toilets refilled/replaced daily
- Children's toilets and sink to be regularly cleaned and cleaning recorded
- Adult toilets and sinks to be cleaned after use
- Staff to supervise washing hands when possible
- Lidded pedal bins in all classes, hall and toilets
- Tissues and extra boxes kept in each classroom and the hall – children will be taught 'catch it, bin it, kill it'
- All surface areas in the classrooms to be regularly cleaned
- Disposable ice packs to be used in the case of an accident

- Resources only shared within bubbles and cleaned/rotated on a weekly basis
- In Key Stages 1 and 2 children given their own individual pot with pens, scissors etc to avoid sharing
- Staff to have own resource pot (pens etc) to avoid sharing
- Dining tables and seats to be cleaned after use
- Resources and furnishings difficult to clean and/or made of soft materials are not to be used
- 'Carpet time' will be reduced as much as possible
- All classrooms to be kept as well ventilated as possible and outside learning to be carried out when possible (following timetable for playground use)
- All staff to follow Cleaning Procedures document
- School and outside play equipment to be cleaned on a daily basis by Site Agent
- Weekly checks on cleaning resources to be made by site agent – all staff to notify office staff if any cleaning resources are running low

Spread of infection

Hazard		Assessment of risk			
No.	Type	Low	Med	Med to High	High
1.	Child or staff member exhibiting symptoms could cause spread of infection			X	

ACTIONS TAKEN TO REDUCE THE RISKS

- Non- touch thermometer in First Aid cupboard for use if necessary
- PPE equipment available for use at all times by staff
- Staff, parents and pupils asked to stay at home if they develop any symptoms of coronavirus and to arrange for testing as per Government Guidelines
- Staff, parents and pupils asked to self-isolate if necessary as per Government Guidelines
- Staff caring for a child with COVID symptoms to keep 1 - 2 metres apart if possible
- Parents/carers to be contacted immediately – child and staff member to wait on sheltered benches in playground
- This area will then be out of bounds until it has been deep cleaned by the site agent
- Parents/carers to be asked to follow the latest Government Guidelines for what

to do if you have symptoms of coronavirus including testing and sharing results with the school

- All parents and staff to be advised that there is a suspected case of Coronavirus
- If test proves positive school, staff, parents and children to follow latest Government Guidelines
- School will engage with the track and trace system
- Covid 19 testing kits have been made available to staff

Communication					
Hazard		Assessment of risk			
No.	Type	Low	Med	Med to High	High
1.	Lack of effective communication leads to staff/parents/pupils not following correct guidelines			X	
ACTIONS TAKEN TO REDUCE THE RISKS					
<ul style="list-style-type: none"> • Home school agreement sent to all parents • Bubble rules sent to all parents to share with their children. These will be re-iterated on the first day of school and on a regular basis • Risk assessments written with input from all staff members and school governors • Risk assessments kept in the staff room and displayed on the school website • Cleaning procedures document sent to all staff and kept in staff room • Addendum to staff behaviour policy shared with all staff • Regular meetings and communication through Governor Hub ensure that school governors are informed 					

Carrying items to/from school					
Hazard		Assessment of risk			
No.	Type	Low	Med	Med to High	High
1.	Infection could be transmitted through items carried by the children to and from school			X	
<p>ACTIONS TAKEN TO REDUCE THE RISKS</p> <ul style="list-style-type: none"> • Children to wear outdoor PE kits to school on their PE days • No book bags to be brought into school and no items to be brought into school or taken home except lunch boxes and drinks bottles • All letters and homework to be sent via email and class dojo and communications via the school website, email, dojo, text and phone conversations wherever possible • Parents will be asked to clearly name all lunch boxes, water bottles and items of clothing to reduce risk 					

Staff wellbeing					
Hazard		Assessment of risk			
No.	Type	Low	Med	Med to High	High
1.	Staff could develop mental health issues as a result of increased anxiety			X	
<p>ACTIONS TAKEN TO REDUCE THE RISKS</p> <ul style="list-style-type: none"> • All staff are consulted on the risk assessment process so that they can all have input into hazard identification and control measures • Weekly staff meeting for teachers, which TA's are welcome to join • Regular TA meetings • Headteacher/senior staff on site every day to discuss concerns • Risk assessments constantly reviewed and routines checked for workability on an ongoing basis • INSET day wellbeing discussion • Individual staff risk assessments carried out and updated January 2021 and March 2021 					

- Teacher workload monitored to ensure that it does not become over burdensome
- Links to advice lines for staff wellbeing are displayed in the staff room

Visitors to the site

Hazard		Assessment of risk			
No.	Type	Low	Med	Med to High	High
1.	Visitors/peripatetic teachers/contractors cause a spread of infection or are infected whilst in the school			X	

ACTIONS TAKEN TO REDUCE THE RISKS

- Contractors should only come to the school outside school hours if possible except in an emergency
- Visitors should only come to the site when absolutely necessary
- All visitors and contractors should carry out the usual signing in procedures and office staff should ensure that we have up to date contact details for possible track and trace needs
- All visitors, contractors and peripatetic teachers should use hand gel/wash hands on entry to the school
- All visitors, contractors and peripatetic teachers should carry out social distancing of 1 – 2 metres between themselves, staff and children
- All visitors, contractors and peripatetic teachers will be given a copy of Visitor Guidelines as they enter the building (**See separate document**)
- Peripatetic teachers will be sent a copy of the school risk assessment before they enter the building, All peripatetic teachers will be invited to take part in covid 19 self-testing through the school
- Appointments for outside agencies such as occupational therapists will be switched to online/phone meetings where possible

Health and Safety

Hazard		Assessment of risk			
No.	Type	Low	Med	Med to High	High
1.	Health and safety issues occur on site	X			

- LA Health and Safety Audit carried out August 2020 and appropriate steps have

been taken to address any issues

- PAT testing and 5 Year Electrical testing carried out August 2020 and repairs have been made
- All other annual Health and Safety checks are up to date
- Site Agent will continue to make Health and Safety checks on a daily and weekly basis

Pupil wellbeing					
Hazard		Assessment of risk			
No.	Type	Low	Med	Med to High	High
1.	Children could develop mental health issues as a result of increased anxiety			X	
2.	Safeguarding issues could arise			X	

ACTIONS TAKEN TO REDUCE THE RISKS

- Pastoral Support is set up in order to offer additional support to those children who made need this and funding has been received to set up and resource a specific area for this.
- Extra curricular time is being allocated to PHSE and circle time
- All classes will be using mood monsters to encourage children to discuss how they are feeling
- Calming music will be played in classes at the beginning of each day
- The school has close links with external support agencies through LC2 membership
- All staff are up-to-date with safeguarding and prevent training
- The Designated Safeguarding Lead or deputy will be on site at all times
- Qualified first aiders will be available on site at all times, first aid boxes are fully stocked in each room
- Risk assessments and PEEPS have been written for individual children (ie for behavioural or medical needs)