



COVID-19 RISK ASSESSMENT – Classroom

ALL RISK ASSESSMENTS ARE REVIEWED WEEKLY EACH WEDNESDAY + WHEN NEED ARISES

KEY

Black-March 2020 Red- Sept 2020/Jan 21 08.03.21 29, 2021 18.05.21

What are the hazards	Who might be harmed & how	What are we already doing	Do we need to do anything else to manage the risk	Action by whom	Action by when	Date added or amended
1.1 Cloak bays/trolley/hooks and lockers	Children or adults can become contaminated	Coats spaced out and children use the same hook each day	Children using lockers will be supervised by a member of staff from their bubble so as not to overcrowd and minimise the risk of them touching areas which have not been allocated to them	Class Teachers and Tas	Ongoing	
1.2 Social distancing - bubbles	Children or adults can become contaminated	Each class is a bubble – When working outside of the classroom, on breaks and moving around the site the staff are to ensure 2 metre distancing is maintained at all times	<p>Ensure risk assessment is adhered to – SLT will monitor and do spot checks</p> <p>H&S Updated 12/10/2020 – teachers can change bubbles but must ensure they are keeping 2 meters away from the children in KS2 (this is not possible in EY or KS1)</p> <p>CV staff have been given added protection – 2m teaching box, use of face visors.</p> <p>Staff briefed about supporting children from behind or at a raised level – no face to face or sideways on contact</p> <p>OCC Public Health update – schools can make reasonable adjustments to enable the children to learn most effectively.</p> <p>Face coverings must be worn in corridors and</p>	All staff	SLT ongoing	<p>12.10.2020</p> <p>02.11.2020</p> <p>02.11.2020</p> <p>27.11.2020</p>

			<p>tights spaces – visitors must continue to wear face masks at all times and be kept outdoors as much as possible</p> <p>Spectators, as long as they social distance, can attend events in school but numbers must be kept under 30. – must be kept outside</p> <p>Large gatherings must be kept to one bubble where possible. Assemblies and collective worship must be kept to a minimum.</p> <p>School visits can resume after 21/6/21 but a thorough RA by the class teacher must be written</p> <p>Music can now resume outside but voices must not be raised unduly. Back-to-back or side-to-side is still preferred.</p> <p>Performances with a live audience- staff must follow the latest guidance in the working safely during COVID 19 in the performing arts doc.</p> <p>PE can be held indoors</p> <p>If sharing resources must be cleaned between classes.</p> <p>EYFS September starter visits – can resume after 21/6/21 but must be kept to small groups</p>			
1.3 Classroom furniture	Children or adults can become contaminated	<p>To be arranged to ensure that all children face in the same direction</p> <p>Teacher to remain the front of the class as much as possible in EY and KS1. In KS2 adults must keep</p>	Teachers to configure their classrooms so everyone is forward facing	Teachers	Sept INSET	28.08.2020
		<p>to the 2meter distancing regulations (updated 12/10/2020)</p> <p>OCC Public Health update – schools can make reasonable adjustments to enable the children to learn most effectively</p> <p>KS1 can be seated in groups</p>	<p>Soft furnishings to be removed and stored as follows:</p> <p>Ruby – stored in large cabin Diamond – stored in small cabin Sapphire – stored at window end of Hall Topaz – stored mid hall</p>			<p>27.11.2020</p> <p>26.2.21</p>

1.4 Seating	Children or adults can become contaminated	Children are to sit at the same desk and in the same chair each day.	EYFS children to have carpet spots Public Health advice clarified that the children can be sat in groups and move around the class as long as they all remain facing forward OCC Public Health update – schools can make reasonable adjustments to enable the children to learn most effectively We must continue to minimise contact – mixing of bubbles is still not recommended	Teachers	Ongoing	15.09.2020 27.11.2020
1.5 Mobile phones	Children or adults can become contaminated	If Y6 currently have a mobile phone, they can bring this each day and must take it home each day. The device must be switched off and kept in their locker at all times		Teacher	Ongoing	
1.6 Hygiene	Children or adults can become contaminated	Sanitiser will be made available in the classroom Handwashing must be undertaken every time the child enters/leaves the classroom. Paper towels will be made available in the toilets Staff to continue using lockdown pack e.g. bowls, sanitisers, hand towels, wipes, etc	Staff to remind children of hygiene procedures daily Disinfectant spray to be used regularly on surfaces and left for 30 seconds before being wiped off Spray bottles in classrooms and paper towels in toilets	Teachers SLT SLT	Ongoing Cleaner to notify Admin staff – 1 week notice to reorder stock	
1.7 Localised lockdown	Children or adults can become contaminated	Children will follow the online learning programme with additional activities provided by the supervising teachers as necessary	SLT to monitor OCC guidance and recommended support resources During lockdown- CW and V children will be taught in 2 bubbles- KS1/2. These children will be taught by TAs who will be reminded about face/space and washing hands. Staff will be on a rota and will not mix bubbles TAs will not be able to sit in the staffroom but will be able to use the facilities. Groups will be limited to 10 children in each bubble. All staff training will be held via Zoom where possible	Teachers & SLT	Ongoing	See above 1.1.21

			<p>Staff recruitment will be face to face and the Covid visitor info will be sent to each visitor.They will be reminded to sanitise on entry/exit to school</p> <p>CW/V children will be given their own laptop/resources and headphones.Labels will be given to resources used.</p> <p>Playground equipment will be arranged into KS boxes</p> <p>Any child whose behaviour escalates will be supported by staff members in gloves and mask,</p> <p>Remote learning policy will be shared on the website by 21st January</p> <p>Safeguarding and CP Policy will be updated by end January.</p>			
1.8 Physical activities	Children or adults can become contaminated	<p>Indoor PE is not permitted</p> <p>Balls cannot be caught by another person. Indoor PE is permitted in classes</p> <p>After school football club to resume in T5.</p>	<p>Each bubble will be provided with the basic equipment which will stay with that group and will be sanitised each day – bubbles are not permitted to share equipment. Children are not permitted to bring footballs, etc in from home</p> <p>Teachers to ensure PE planning for NT takes this into account</p> <p>Children arrive in PE kits on the day of PE. Uniform expected but trainers OK until July 2021</p> <p>Email to Adam with clear expectations- to follow rules and regs as stated in the grass roots info for coached.</p>	Pe lead	Sept INSET	<p>01.09.2020</p> <p>26.2.21</p> <p>29.3.21</p>
1.9 General safe practices	Children or adults can become contaminated	<p>Children should have their own drink bottle – drinking fountains must remain closed throughout the COVID-19 pandemic</p> <p>Children can only bring a named water bottle, reading book, coat and lunch box to school</p>	<p>No bags or other equipment can be brought in or out of school – clarification sent to parents via newsletter</p> <p>Reading books will be left in trays for 48 hours before they can be touched or changed</p>	Teachers & TAs	Ongoing	
		One child will be allowed in the toilet at a time	Supervised by TA	Teachers & TAs	Ongoing	

		All furniture will be disinfected each day	Class staff to wipe down tables periodically throughout the day also – enhanced cleaning	Cleaner	Ongoing	
		Any sick children will be sent home – tested and result shared with school	No staff will be expected to be at school where their health may be compromised	TA	Ongoing	
		Children will be issued with stationery that is not to be used by/shared with any other person Children can share resources within their class bubble	Fiona- do we have enough?	Teachers	Ongoing	26.2.21
		Snack to be kept in lunchbox and taken home when finished	Staff to monitor	Teachers	Ongoing	
		No sweets for birthdays, etc Treats for topic related activity to be quarantined 48hrs before use in class	Reminder to be added to the weekly newsletter	Admin Assistant	28.08.2020	16.10.2020 26.2.21
1.10 Marking	Children or adults can become contaminated	Books will not be taken home and the new feedback and marking policy will be implemented where possible Homework will be sent home weekly but will need to be sent online	Remind staff	Head	INSET Newsletter	28.08.2020 01.09.2020
1.11 Books & Book Bags	Children or adults can become contaminated	Reading books can go home but must be quarantined- reading records not to be given out until given the go ahead. Records kept by each teacher of who has read Bags/rucsacs can be brought into school	Share with families Children in Ruby and Diamond can bring their book bags into school. Parents notified by newsletter	Teachers / TAs	Newsletter	28.08.2020 13.11.2020 26.2.21

1.12 EYFS/KS1 resources	Children or adults can become contaminated	<p>Timetable to be set up for cleaning during the day</p> <p>Outdoor hand washing stations to be set up</p> <p>Small resources to be washed in baskets/laundry nets/pillow cases daily</p> <p>Large toys need 15mins immersion</p> <p>No cuddlies</p> <p>Sand water/ milton stir procedure.</p>	Staff need to understand that it is about the cleaning and not the restriction- evidence will be needed of this.	EYFS/KS1 team	INSET	01.09.2020
1.13 Computing	Children or adults can become contaminated	KW to set up timetable/cleaning schedule for the shared use of laptops	Staff need to understand that it is about the cleaning and not the restriction- evidence will be needed of this	ICT lead	INSET	31.08.2020
1.14 Ventilation	Ventilation	Public Health advice is that windows and doors must be opened at the start and end of the day and at break and lunchtimes		All staff	Ongoing	04.10.2020
1.15 Remote Education	Support for children not able to attend school due to isolation restrictions	DfE guidance on the new national restrictions makes it clear the government is continuing to prioritise the long term future of children and young people, and early years settings, schools, colleges and universities will remain open.	<p>As set out in the DfE guidance on the actions for schools during the coronavirus (COVID-19) outbreak, schools should continue to take steps to ensure children and young people who are unable to attend school due to coronavirus (COVID-19) are able to access remote education.</p> <p>We continue to follow this guidance and have a package of resources designed to support remote education planning and delivery.</p>	Teachers	Ongoing	
1.16	Staff not taking the LTF test	<p>Staff will be asked to take the LTF test.</p> <p>All results will be sent to office on a Wednesday and Sunday morning.</p> <p>All tests will be signed for and staff member asked whether RA has been read</p>	Staff members not taking the test will be monitored closely for signs and symptoms	All staff	By when they enter the building to start work. TAs first batch. Teachers next	26.2.21

1.17	Surfaces not wiped down.	Staff will be reminded that Breakfast Club will be held in class and surfaces need to be immediately wiped clean	Staff members will be monitored	All staff	Every morning	26.21
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This Risk Assessment has been written in line with Oxfordshire County Council and OCC H&S advice and in conjunction with the NAHT and combined NEU, GMB, UNISON and Unite Checklist for September guidance